



National Aeronautics and  
Space Administration

**MPR 1040.3**  
**REVISION J**

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**George C. Marshall Space Flight Center**  
Marshall Space Flight Center, Alabama 35812

# **MSFC Emergency Plan**

## **AD01**

## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Revision	G	6/9/99	History log added with this revision; previous history contained in Directives Manager's Reference File. Section 10, "Emergencies not Covered Elsewhere in the Emergency Plan Which May Affect Normal MSFC Operations Hours", was added; Table of Contents renumbered to add new section; Emergency point of contacts and telephone numbers were updated; Section 1, "Severe Local Storm", was updated with Hurricane Conditions of Readiness; Director, Customer and Employee Relations, was added to the notification list for Ice/Snow/Flood and Emergencies Not Covered Elsewhere in the Emergency Plan; and references to "Safety Coordinators/Monitors" were changed to "Lead Safety Monitors/Monitors" throughout the document.
Revision	H	6/14/01	<p>Removed Form 454 reference and centered NASA meatball on front cover.</p> <p>Added geographical exclusion to page ii per NASA HQ Process Verification Team action item.</p> <p>Changed Parts 1 through 15 to 1 through 14 on page iii.</p> <p>Changed table of contents procedure titles, where applicable, page iv.</p> <p>Added/removed acronyms as applicable and appropriate, page v.</p> <p>Added HAZMAT to ASSUMPTIONS, page vi.</p> <p>Reworded IMPLEMENTATIONS, Center Elements responsibilities, page vi.</p> <p>Added Emergency Telephone numbers to IMPLEMENTATIONS, page vi.</p> <p>Removed gender terminology from CONCEPT OF OPERATIONS, page viii.</p> <p>Added OMEHS to ORGANIZATION CHART, page x.</p> <p>Removed unnecessary graphics from communications flow charts.</p> <p>Added Building Managers/Assistants and Area Manager, where applicable.</p> <p>Added Associate Director, Management; and Associate Director, Institutional, where applicable.</p> <p>Changed organizational titles in accordance with Center restructuring.</p> <p>Modified procedures to comply with organizational functions and clarify duties, responsibilities, and terminology, where applicable.</p> <p>Removed procedures not initial response related, as applicable.</p> <p>Replaced procedural references with generic terminology, as applicable.</p> <p>Renumbered Roman numeral pages and changed Preface, page iii, to Foreword.</p> <p>Added Definitions to On-Scene Responder Actions, page 1-1.</p> <p>Changed Communication Flow Charts, as applicable.</p> <p>Consolidated USSRC, included with Severe Weather, where applicable.</p> <p>Added MSFC Storm Spotter Network to Severe Weather, where applicable.</p> <p>Added definition of Dangerous Weather to Severe Weather, page 2-1.</p> <p>Moved Bomb Threat procedures from 3-1 to 10-1.</p> <p>Added Impending to Fire Explosion procedure, page 4-1.</p> <p>Added HAZMAT/Radiological/Unexploded Ordnance procedures to Environmental procedures.</p> <p>Changed Huntsville Air Pollution Control Office to Huntsville Division Of Natural Resources And Management, in Air Pollution procedures.</p> <p>Removed Emission Reduction Requirements from Air Pollution procedures.</p> <p>Removed employee names/phone numbers except 911 and 4-HELP, as applicable.</p> <p>Changed/added Description, Definitions, and Activation to procedures, where applicable.</p> <p>Added reference to NPG 8715.2 per NASA HQ Process Verification Team action item.</p> <p>Added reference to posted Facility Emergency Plans, page 2-1, 4-1, 6-1, 10-1.</p> <p>Added ECO section, page 2-3, and MSFC Personnel section, page 2-4.</p> <p>Added reference for specific Madison County applicable geographical location, page 3-1, 3-2.</p> <p>Added MAF Chief Emergency Coordinator and updated MSFC/MAF contacts as appropriate, page 2-5.</p> <p>Added use of radio instructions, page 10-3.</p> <p>Changed PSCC and NISC procedure, page 13-1.</p>

<b>Status (Baseline/ Revision/ Canceled)</b>	<b>Document Revision</b>	<b>Effective Date</b>	<b>Description</b>
Revision	I	12/5/03	<p>Changed cover page organization from Facilities to Integrated Customer Support.</p> <p>Changed Foreward "MSFC compliance" from Executive Order to OSHA and FEMA plans.</p> <p>Changed Title from Other Emergencies to Emergencies/Conditions Affecting MSFC Operating Hours, (Section 11).</p> <p>Added Personnel Accountability Team (PAT, Section 15). Added PAT to Sections 1, 2, 4, 5, 8, 9, and 13.</p> <p>Added to Emergency Communications Systems, HF Radio, Telephone, Pagers, E-Mail, Communications Receivers, and Emergency Notifications.</p> <p>Added to Emergency Operations Center and Alternate Emergency Operations Center, EOC Activation and Notifications of EOC Activation.</p> <p>Changed THREATCON to FORCE PROTECTION CONDITION.</p> <p>Changed Fire Department to Fire and Emergency Services Department.</p> <p>Added Activation to Severe Weather (Section 2). Also removed Emergency Warning Tapes text.</p> <p>Added CO and EMD to NISC notifications in Civil Disturbance (Section 8).</p> <p>Added PSCC to Workplace Violence (Section 9).</p> <p>Added to Suspicious Package definition to Section 10, Normal Hours. Added NASA HQ notification to PSD Manager.</p> <p>Added PSD Manager and Building Managers/Assistants to Bomb Threat/Suspicious Package, After Hours, (Section 10).</p> <p>Added EPO and MRD to Emergencies/Conditions Affecting MSFC Operating Hours, Normal and After Hours, (section 11). Also changed Deputy Center Director to Center Director or Representative, and added to NISC notifications, Team Lead, Industrial Safety Engineering, and added to EMD teleconference, Manager, MRD. Added to After Hours, PSD Manager, NASA HQ notification.</p> <p>Changed Emergency Operations Organization Chart, COSS Maintenance &amp; Environmental to ISRT.</p> <p>Added Definitions to Hurricane (Section 2).</p> <p>Changed RSA to US Army Garrison as applicable.</p> <p>Added RSA FESD Steps/Actions Taken, to Fire/Explosion/Impending (Section 4).</p> <p>Added Assembly and Refurbishment Facility, KSC, page iii.</p> <p>Added FESD to Personnel Injury/Accident (Section 5).</p> <p>Added Manager, PSD Steps/Actions Taken, to Civil Disturbance (Section 8).</p> <p>Added notifications to Civil Disturbance communications flow chart (Section 8), and to Workplace Violence communications flow chart (Section 9).</p> <p>Changed Bomb Search Team to Response Team in Bomb Threat/Suspicious Package (Section 10), removed reference to MSFC telephone book Bomb Threat Instructions, and removed building fire alarm activation.</p> <p>Added Hurricane Communications Flow diagram (Section 2).</p>
Revision	J	10/26/2004	<p>Changed Marshall Procedures and Guidelines (MPG) to Marshall Procedural Requirements (MPR)</p> <p>Changed prepositions as appropriate to clarify procedural requirements.</p> <p>Added Appendices A through F</p> <p>Changed Section 1 to Force Protection DELTA.</p> <p>Merged Installations not located within MSFC boundaries page into Appendices.</p> <p>[1/14/2005 – At the direction of the Emergency Management Director, and with the Associate Center Director's approval, the Directives Manager made the following correction to pages 3-1 and 3-2 -- "/Alternate" was added after "Deputy Center Director"</p>

# MSFC EMERGENCY PLAN

## FOREWORD

This Plan covers the phases of emergency awareness, prevention, preparedness, response, and recovery, with instructions for specific emergency situations.

The Plan meets the requirements of NPD 8710.1, Emergency Preparedness Program, and NPR 8715.2, NASA Emergency Preparedness Program Plan Procedural Requirements, and complies with Occupational Safety and Health Administration 29 CFR 1910.38, Employee Emergency Plans and Fire Prevention Plans, and with Federal Emergency Management Agency 9230.1-PL, National Response Plan.

MPR 1040.3J replaces and cancels MPG 1040.3I.

Original signed by  
Robin N. Henderson for

David A. King  
Director

**MARSHALL SPACE FLIGHT CENTER  
EMERGENCY PLAN**

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## ACRONYMS

AEOC	Alternate Emergency Operations Center
ARC	Ames Research Center
CIO	Chief Information Officer
CFO	Chief Financial Officer
CO	Center Operations
COSS	Center Operations Support Services
DAT	Damage Assessment Team
DEMD	Deputy Emergency Management Director
EAP	Employee Assistance Program
ECO	Emergency Communications Officer
EED	Environmental Engineering Department
EMA	Emergency Management Agency
EMD	Emergency Management Director
EOC	Emergency Operations Center
EOS	Emergency Operations Staff
EPO	Emergency Preparedness Officer
ESO	Employee Services and Operations
EWS	Emergency Warning System
FEMA	Federal Emergency Management Agency
GETS	Government Emergency Telecommunications Services
GRC	Glenn Research Center
GSFC	Goddard Space Flight Center
HAZMAT	Hazardous Materials
HEMSI	Huntsville Emergency Medical Services Inc.
IC	Incident Commander
ICP	Incident Command Post
IOSC	Incident On-Scene Coordinator
ISRT	Incident/Spill Response Team
JPL	Jet Propulsion Laboratory
JSC	Johnson Space Center
KSC	Kennedy Space Center
LaRC	Langley Research Center
MAF	Michoud Assembly Facility
MEDCOM	Medical Communications, (HEMSI)
MPD	Marshall Policy Directive
MPR	Marshall Procedural Requirements
MSFC	Marshall Space Flight Center

## ACRONYMS

NASA	National Aeronautics and Space Administration
NAWAS	National Warning System
NECN	National Emergency Communications Network
NISC	NASA Information Support Center
NPD	NASA Policy Directive
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OCIO	Office of the Chief Information Officer
OHC	Office Of Human Capital
OMEHS	Occupational Medicine and Environmental Health Services
PAO	Public Affairs Office
PAT	Personnel Accountability Team
PSCC	Protective Services Control Center
PSD	Protective Services Department
PMG	Property Management Group (Logistics Services)
RACES	Radio Amateur Civil Emergency Service (Ham Operators)
RSA	Redstone Arsenal
RSA FESD	Redstone Arsenal Fire And Emergency Services Department
RSA MP	Redstone Arsenal Military Police
RSO	Radiological Safety Officer
S&MA	Safety and Mission Assurance
SHARES	Shared Emergency Resources
SPC	Storm Prediction Center
UCS	Utility Control System
USSRC	The U.S. Space and Rocket Center
WMD	Weapons of Mass Destruction

# **MARSHALL SPACE FLIGHT CENTER EMERGENCY PLAN**

## **GENERAL INFORMATION**

### **PREFACE**

All departments and agencies of the Federal Government are charged with the duty of developing plans and taking actions as may be necessary to assure that they will be able to perform their essential functions and continue as a viable part of the Federal Government during any emergency.

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### **ASSUMPTIONS**

Local hazards or emergency incidents could disrupt Center operations, cause damage, and create casualties. Natural hazards include tornadoes, fires, and winter storms. Other disaster situations could develop from an environmental or hazardous material (HAZMAT) incident, fire, transportation accident, terrorism, civil disorder, violence in the workplace, or the threat of nuclear/conventional attack. (See Table 1.)

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### **PURPOSE AND SCOPE**

The MSFC Emergency Plan establishes policies, responsibilities, and authority for maintaining a state of readiness with respect to disastrous situations that could confront MSFC and surrounding areas. The Plan provides expeditious courses of action to be taken in minimizing the effects of an emergency or disaster on Center personnel and property and to furnish support to local communities and the Department of Defense, when requested. The Incident Command System is used in varying degrees.

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### **SUCCESSION OF AUTHORITY**

To ensure continuity of operations during an emergency situation, (see MPR 1040.4, Continuity of Operations Planning (COOP) Procedural Requirements), the succession of MSFC Director authority shall be in accordance with NPR 8715.2 and the listing below:

Deputy Director  
Associate Director  
Director, Engineering  
Director, Center Operations

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### **IMPLEMENTATION**

All emergency operations undertaken by the Center shall be executed within the framework of the MSFC Emergency Plan.

Internal operating procedures developed by Center elements having emergency responsibilities shall be compatible with the MSFC Emergency Plan.

This Plan applies to all Government and contractor personnel located at MSFC facilities.

Emergency telephone numbers are available at the Inside Marshall webpage.



**Table 1 - Hazard/Threat Identification Analysis**

Possible Hazard	Likelihood	Vulnerability	Worst Threats	Comments
Attack (Conventional)	Low	Disaster		
Attack (WMD) Unconventional	Low	Disaster		
Tornado	High	Disaster	X	
Flood	Low	Emergency		
Hazardous Materials Incident	Medium	Disaster	X	
Radiological Incident	Low	Emergency		
Structure Fire	Medium	Disaster		
Power Shortage/Failure	High	Emergency		
Winter Storm	Medium	Emergency		
Aircraft Crash	Low/Medium	Disaster		
Water Supply Contamination	Low	Emergency		
Earthquake	Low	Disaster		
Flash Flood	Low	Emergency		
Drought	Low	Emergency		
Highway/Transport Accidents	Low	Emergency		
Wildfire	Low	Emergency		
Civil Disorder	Low	Emergency		
Terrorism	Low	Emergency		
Hazardous Devices/Explosives Incident	Medium	Disaster	X	
Violence in the Workplace	Medium	Emergency		

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## CONCEPT OF OPERATIONS

This Plan shall be implemented in response to emergency or disaster incidents from natural or other causes. In either event, an Emergency Preparedness Subcommittee, (see 8715.1, Marshall Safety, Health, And Environmental (SHE) Program), shall remain in operation under the direction of the MSFC Director, or according to the succession of authority, until normal operations can be resumed.

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## EMERGENCY OPERATIONS CENTER AND ALTERNATE EMERGENCY OPERATIONS CENTER (AEOC)

The EOC, located in Building 4202, Room B104, has been established and staffed in accordance with NPD 8710.1. In the event that the EOC is disabled, Building 4207, Conference Room 20A, is a backup location.

The EOC is activated when emergency conditions develop or exist within or beyond MSFC boundaries that adversely affect MSFC personnel or operations.

- I. Primary Notification,** (Made by the NISC, (\*) have authority to activate the EOC.)
  - \* Emergency Management Director
  - \* Deputy Emergency Management Director
  - \* Emergency Preparedness Officer
  - Emergency Operations Coordinator (COSS)
  - Emergency Communications Officer
- II. Senior Management Notification,** (At the direction of the EMD/DEMD.)
  - Center Director
  - Deputy Center Director
  - Associate Director
- III. Emergency Support Staff,** (Made by the NISC, (\*\*)) also serves in the Advisors capacity.)
  - Director, Center Operations
  - Manager, Environmental Engineering Department
  - \*\* Manager, Protective Services Department
  - \*\* Manager, Facilities Engineering Department
  - \*\* Director, Office of Human Capital
  - \*\* Director, Public Affairs
  - \*\* Director, Safety & Mission Assurance
  - \*\* Chief Information Officer
- IV. Advisors to the Emergency Operations Staff,** (Made by the NISC per EMD/DEMD request.)
  - Office Of Chief Counsel
  - Manager, Logistics Services
  - Industrial Labor Relations
  - Director, Office of Chief Financial Officer
  - Deputy Director, Office of Chief Financial Officer
  - Director, Equal Opportunity

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## **EMERGENCY COMMUNICATIONS SYSTEMS**

### Emergency Warning System (EWS)

Centerwide (interior and exterior) loudspeaker system used to alert personnel during emergency situations.

### Government Emergency Telecommunications Services (GETS)

GETS provides emergency telephone access and priority processing in the local and long distance segments of the Public Switched Network (PSN). It's intended to be used in an emergency or crisis situation during which the probability of completing a call through normal or other alternate telecommunication system has significantly decreased.

### Telephone

The EOC uses Workstation and PABX Power-Fail Station telephones, Cellular telephones, and incorporates the MSFC telephonic Voice Messaging Exchange (VMX).

The MSFC telephone system includes an enhanced 911 system for reporting emergencies, 24 hours a day, 7 days a week, and calls are answered and coordinated by PSD. Cellular telephone users are connected to Huntsville/Madison County Joint Emergency Communications Center E911 dispatcher, and shall inform the dispatcher that their calling location is MSFC for automatic transfer to MSFC E911. Off-site MSFC telephones are appropriately connected to the Madison County E911 emergency dispatch system.

### Text Messaging

The EOC communicates with emergency personnel and responders using pagers, cellular telephone text messaging, and computer email.

### Radio

The EOC uses a network of handheld radios as the primary source of communications during emergency situations to enable the EMD to reach the following key personnel:

EMD	Director Staff	COSS Manager
Deputy EMD	NASA Information Support Center	COSS Incident/Spill Response Team
Emergency Preparedness Officer	Communications Officer	Utility Control System
Facilities Engineering Department	Employee Services and Operations	R. W. Beck
Environmental Engineering Department	Public Affairs	Redstone Arsenal Fire And Emergency Services Department
Safety & Mission Assurance	OMEHS	HEMSI
Protective Services Department	Propellants	AJT & Associates

The EOC also incorporates RACES and local community EOC or EMA radio communications.

### Communications Receivers

The EOC uses receivers that monitor emergency communications from NAWAS, NOAA, NWS (including the Huntsville Weather Forecast Office), and Local and National, Radio and Television Broadcasting Networks.

### Emergency Notifications

The NISC makes emergency notifications as defined in this Plan or as directed by Center Management officials. In the event the NISC is disabled, Building 4202, B101, EOC area, is a backup location.

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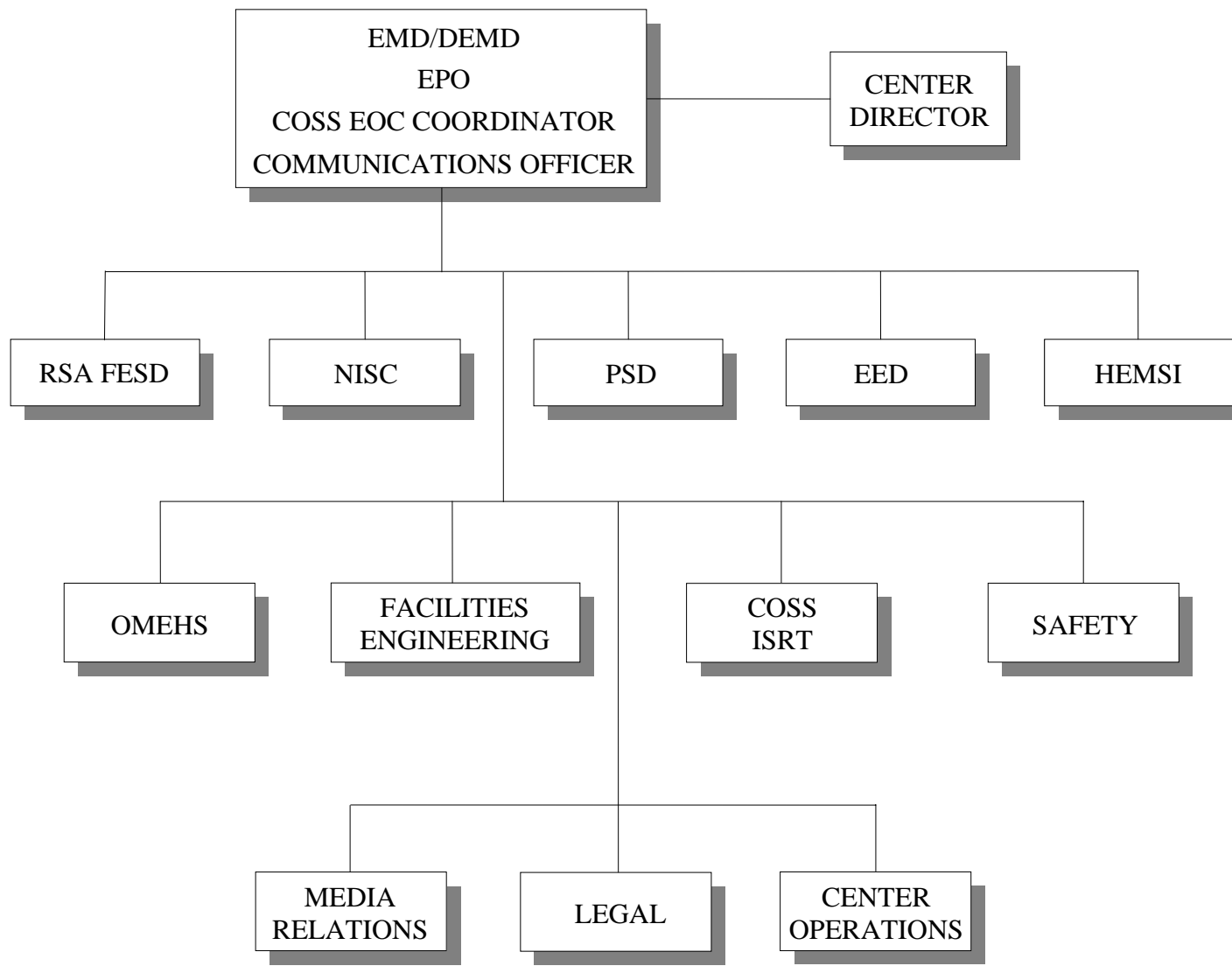
**NATIONAL SECURITY EMERGENCY RESPONSIBILITY**

NASA Centers are assigned to the following categories according to their responsibilities during national security emergency conditions. Assignments have been established by assessing the national essentiality of the Agency's function and the degree the Center is able to contribute to that function.

Category II - The NASA Management Office at the Marshall Space Flight Center shall provide special services to support the implementation of National policies and strategies in response to a National security emergency, and is required to establish a National security emergency operating capability.

The Director, MSFC, is the designated principal NASA representative on the Federal Emergency Management Agency (FEMA) Region 4 Staff, (Atlanta, GA).

## **EMERGENCY OPERATIONS ORGANIZATION CHART**



## MSFC Force Protection Condition DELTA Operations

### Normal-Duty Hours (8 A.M. - 4:30 P.M., Monday through Friday, excluding Holidays)

**DEFINITIONS:** This Plan provides expeditious and systematic courses of action to minimize the effects of Force Protection Conditions on Center personnel and facilities.

**FORCE PROTECTION CONDITION:** (THREATCON: Threat Condition)

- Alpha (THREATCON BLUE)** Implemented when there is a general risk of terrorist activity.
- Bravo (THREATCON YELLOW)** Implemented when there is a significant risk of terrorist activity.
- Charlie (THREATCON ORANGE)** Implemented when a high risk of terrorist activity.
- Delta (THREATCON RED)** Implemented when a severe risk of terrorist activity.

**PROCEDURE:** The NASA Security Office shall monitor the threat status in the Agency and maintain close liaison with national level intelligence and security agencies for threat information. MSFC Protective Services Department shall maintain close liaison with supporting Federal Bureau of Investigation offices and local law enforcement agencies for threat information and inform Center Management and employees of threat conditions. Installation Directors shall implement a FORCE PROTECTION CONDITION for their Center based on the threat situation, but they shall not change or rescind a FORCE PROTECTION CONDITION established by the NASA Administrator. Installation Directors shall implement FORCE PROTECTION CONDITION established by the Administrator and establish additional FORCE PROTECTION CONDITION for their Center based on a local threat situation. When the NISC or Protective Services receive a report of Force Protection Conditions which may affect MSFC operations, responders shall perform the following procedure and take actions to prevent personal injury and protect Government property.

<b><u>Responder</u></b>	<b><u>Notifications/Activations/Activities</u></b>
<b>PSCC</b>	<ol style="list-style-type: none"> <li>1. Report Force Protection conditions to NISC and provide updates as available.</li> <li>2. Update Manager, PSD, as appropriate.</li> </ol>
<b>NISC</b>	<ol style="list-style-type: none"> <li>1. Notify PSCC of Force Protection condition and prepare to receive reports.</li> <li>2. Notify Team Lead, Facilities Operations; Group Lead, Operations &amp; Maintenance Group; Team Lead, Industrial Safety Engineering; EMD/DEMD; &amp; EPO.</li> <li>3. Keep EMD informed of conditions and initiate teleconference when requested by EMD.</li> <li>4. Advise other Center officials as directed by the EMD.</li> <li>5. Update 4-HELP, Marshall Announcements, as directed by EMD/DEMD.</li> </ol>
<b>Manager, PSD</b>	<ol style="list-style-type: none"> <li>1. Survey conditions to obtain latest situation data for MSFC and Redstone Arsenal and include the surrounding city and county if involved. Provide information to the EMD.</li> <li>2. Notify NASA Headquarters when appropriate.</li> </ol>
<b>Team Lead, Facilities Operations</b>	<ol style="list-style-type: none"> <li>1. Keep EMD informed of operability of all Center buildings and utility systems.</li> <li>2. Notify supervisor, COSS, to assemble appropriate crews.</li> <li>3. Keep EMD informed of response progress and coordinate assistance requirements with RSA Garrison Facilities Engineer.</li> <li>4. Keep Group Lead, Operations and Maintenance Group, informed of all developments.</li> </ol>
<b>Group Lead, Operations &amp; Maintenance Group</b>	<ol style="list-style-type: none"> <li>1. Be informed of situation and perform Facilities Operations Team Lead duties when necessary.</li> </ol>

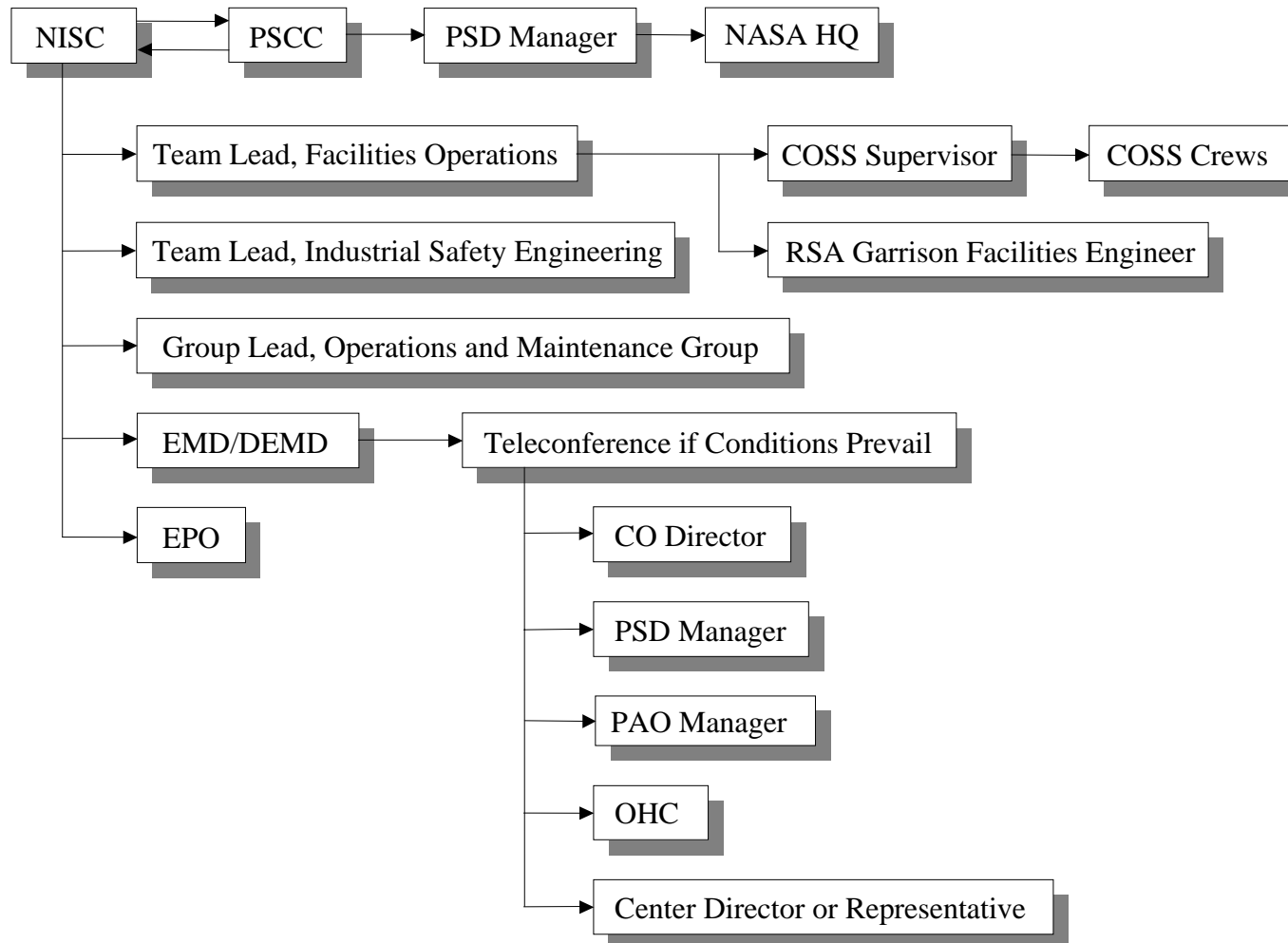
<b>Responder</b>	<b>Notifications/Activations/Activities</b>
<b>EPO</b>	<ol style="list-style-type: none"> <li>1. Activate the EOC as appropriate and applicable, or as directed by the EMD.</li> <li>2. Verify NISC and EMD notification.</li> <li>3. Make EWS announcements as appropriate or directed by the EMD.</li> </ol>
<b>EMD</b>	<ol style="list-style-type: none"> <li>1. Notify Team Lead, Facilities Operations, to initiate remedial actions when conditions warrant.</li> <li>2. Direct Team Lead, Facilities Operations, to respond to critical activity areas and report work progress to Director, CO. Initiate teleconference with Director, CO; Manager, PSD; Manager, OHC; Manager, PAO; and Center Director or Representative, if conditions prevail.</li> <li>3. Announce altered Center operating hours over the EWS, as directed by the Center Director or Representative.</li> <li>4. Report to the EOC and assemble EOC Staff as necessary.</li> </ol>
<b>Center Director or Representative</b>	<ol style="list-style-type: none"> <li>1. Make decision on altering or maintaining MSFC hours of operation.</li> <li>2. When operating hours are altered, direct EMD to have EWS announcement made, and Director, OHC to have administrative announcement made.</li> </ol>
<b>PAO</b>	<ol style="list-style-type: none"> <li>1. Notify area radio and TV stations if decision is made by Associate Center Director to alter Center hours of operation.</li> </ol>

**MSFC Force Protection Condition DELTA Operations**  
**After-Duty Hours (4:30 p.m. - 8:00 a.m., Monday through Friday, and on Weekends and Holidays)**

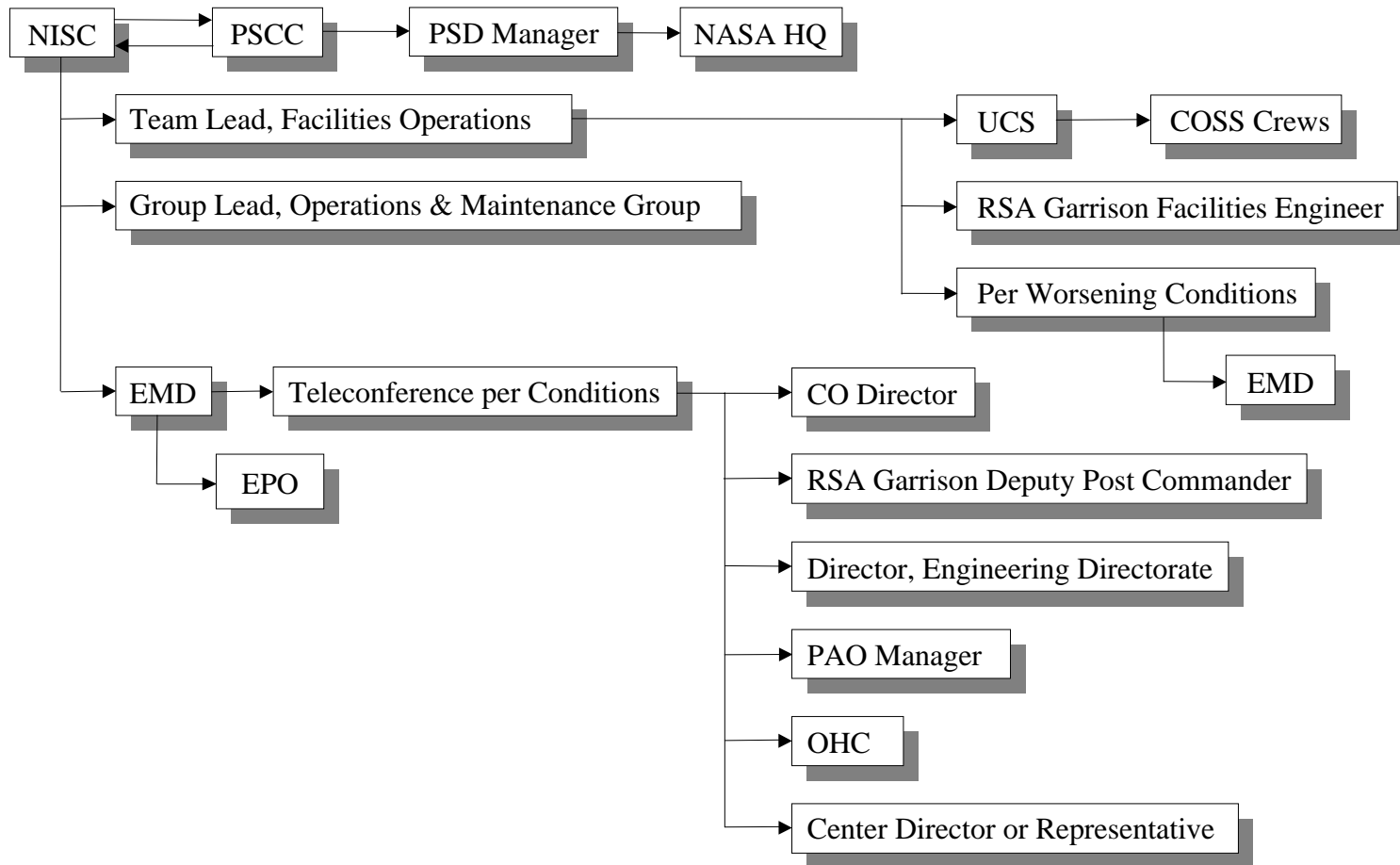
<b>Responder</b>	<b>Notifications/Activations/Activities</b>
<b>PSCC</b>	<ol style="list-style-type: none"> <li>1. Report Force Protection conditions to NISC and provide updates as available.</li> <li>2. Update Manager, PSD, as appropriate.</li> </ol>
<b>NISC</b>	<ol style="list-style-type: none"> <li>1. Notify PSCC of Force Protection condition and prepare to receive reports.</li> <li>2. Notify Team Lead, Facilities Operations; Group Lead, Operations &amp; Maintenance Group; and EMD of conditions.</li> <li>3. Advise or initiate teleconference with Center management officials, as directed by the EMD.</li> <li>4. Update 4-HELP, Marshall Announcements, as directed by the EMD/DEMD.</li> </ol>
<b>Team Lead, Facilities Operations</b>	<ol style="list-style-type: none"> <li>1. If conditions warrant, request Utility Control System operator notify appropriate COSS crews to report to work.</li> <li>2. Coordinate assistance with RSA Garrison Facilities Engineer.</li> <li>3. Obtain latest situation report from IC or applicable Emergency Management Agency. When conditions are hazardous or expected to worsen, or are affecting all or a large part of MSFC/RSA, notify the EMD.</li> </ol>
<b>Group Lead, Operations and Maintenance Group</b>	<ol style="list-style-type: none"> <li>1. Be informed of situation and perform Facilities Operations Team Lead duties when necessary.</li> </ol>
<b>EMD</b>	<ol style="list-style-type: none"> <li>1. When conditions are hazardous or expected to worsen, or are affecting all or a large part of MSFC/RSA, initiate teleconference with Director, CO; Deputy Post Commander, US Army Garrison, RSA; Director, Engineering; Manager, PAO; Director, OHC; Center Director or Representative; and other Center officials, as appropriate. During the teleconference, advise the Center Director of conditions and work progress.</li> <li>2. Advise other Center officials through NISC, as necessary.</li> <li>3. Activate the EOC and assemble EOC Staff as necessary.</li> </ol>
<b>Manager, PSD</b>	<ol style="list-style-type: none"> <li>1. Survey conditions to obtain latest situation data for MSFC and Redstone Arsenal, and include the surrounding city and county if involved. Provide information to EMD.</li> </ol>
<b>EPO</b>	<ol style="list-style-type: none"> <li>1. Activate the EOC as appropriate and applicable, or as directed by the EMD.</li> <li>2. Verify NISC and EMD notification.</li> <li>3. Make EWS announcements as appropriate or directed by the EMD.</li> </ol>
<b>Center Director or Representative</b>	<ol style="list-style-type: none"> <li>1. Determine when the Center shall open.</li> <li>2. Advise PAO of decision.</li> </ol>
<b>PAO</b>	<ol style="list-style-type: none"> <li>1. Notify area radio and TV stations if decision is made by Center Director or Representative to alter Center hours of operation.</li> </ol>



## **MSFC FORCE PROTECTION CONDITION DELTA OPERATIONS** **NORMAL-DUTY HOURS, COMMUNICATION FLOW**



## **MSFC FORCE PROTECTION CONDITION DELTA OPERATIONS AFTER-DUTY HOURS, COMMUNICATION FLOW**



## **Severe Weather**

### **Normal-Duty Hours (8:00 a.m. - 4:30 p.m., Monday through Friday, excluding Holidays)**

**DEFINITIONS:** This Plan provides expeditious and systematic courses of action to minimize the effects of severe weather on Center personnel and facilities.

**Protective Areas:** Locations within buildings which provide MSFC personnel the most reasonable protection against tornadoes. Protective areas are indicated on Emergency/Evacuation Plans posted within MSFC facilities. Conditions for evacuation of personnel into protective areas are determined by storm severity, proximity to MSFC, and time of day.

**Severe Storm Season:** The months of greatest tornado and severe thunderstorm frequency for geographical North Alabama are March, April, May, and November. Although tornadoes and severe thunderstorms can occur somewhere in the United States every month of the year.

**Severe Thunderstorm:** Storms covering small geographical areas for brief periods with sufficient intensity to threaten life and property with tornadoes, downbursts, frequent and dangerous lightning, heavy rain, hail 3/4-inch diameter or larger, and wind gusts 50 knots (57.5 mph) or greater.

**Tornado:** A vortex several hundred yards in diameter (typically a funnel-shaped downward extension of cumulonimbus cloud), violently rotating up to 300 mph, often accompanied by a loud roaring noise. On a local scale, it is considered the most destructive of all atmospheric phenomena, and categorized F0 through F5 by the Fujita scale.

**Downbursts:** A rapidly descending parcel of air within a thunderstorm which fans out when encountering the Earth's surface with sufficient intensity to uproot trees and/or cause damage to signs and roofs of buildings.

**Severe Thunderstorm Watch:** An alerting message issued by the Storm Prediction Center in Norman, OK, which specifies an area covered by a watch and the period of time during which conditions favor development of severe thunderstorms in and around the watch area.

**Severe Thunderstorm Warning:** An alerting message issued by the local NWS Office when a severe thunderstorm has been sighted or indicated by radar within the local area. Warnings include the location of the thunderstorm at the time of detection and the direction of travel.

**Tornado Watch:** An alerting message issued by the Storm Prediction Center in Norman, OK, which specifies an area covered by a watch and establishes the period of time during which conditions favor the formation of tornadoes in and close to the watch area.

**Tornado Warning:** An alerting message issued by the local NWS Office when a tornado has been sighted or indicated by radar within the local area. Warnings include the location of the tornado at the time of detection and the direction of travel.

**Severe Weather Bulletin:** An alerting message issued by the local NWS Office when special precautions are advised to protect life and/or property during severe weather. Bulletins can also include downgrading "warning" conditions to "watch" conditions when severe thunderstorm or tornado activity diminishes and continued development remains probable.

**Cancellation/Expiration:** A message issued by the local NWS Office when the threat has ended for a weather "warning" or "watch" condition.

**Lightning:** A discharge of atmospheric static electricity rapidly passing through the air, accompanied by a vivid flash of light and causing thunder, commonly between clouds, sometimes between clouds and earth.

**PROCEDURE:** As statements are received from the National Weather Service, indicating imminent severe weather development affecting the MSFC, appropriate EWS messages are broadcast Centerwide and Responders shall perform the following procedures. (For Hurricane, see Appendix A.)

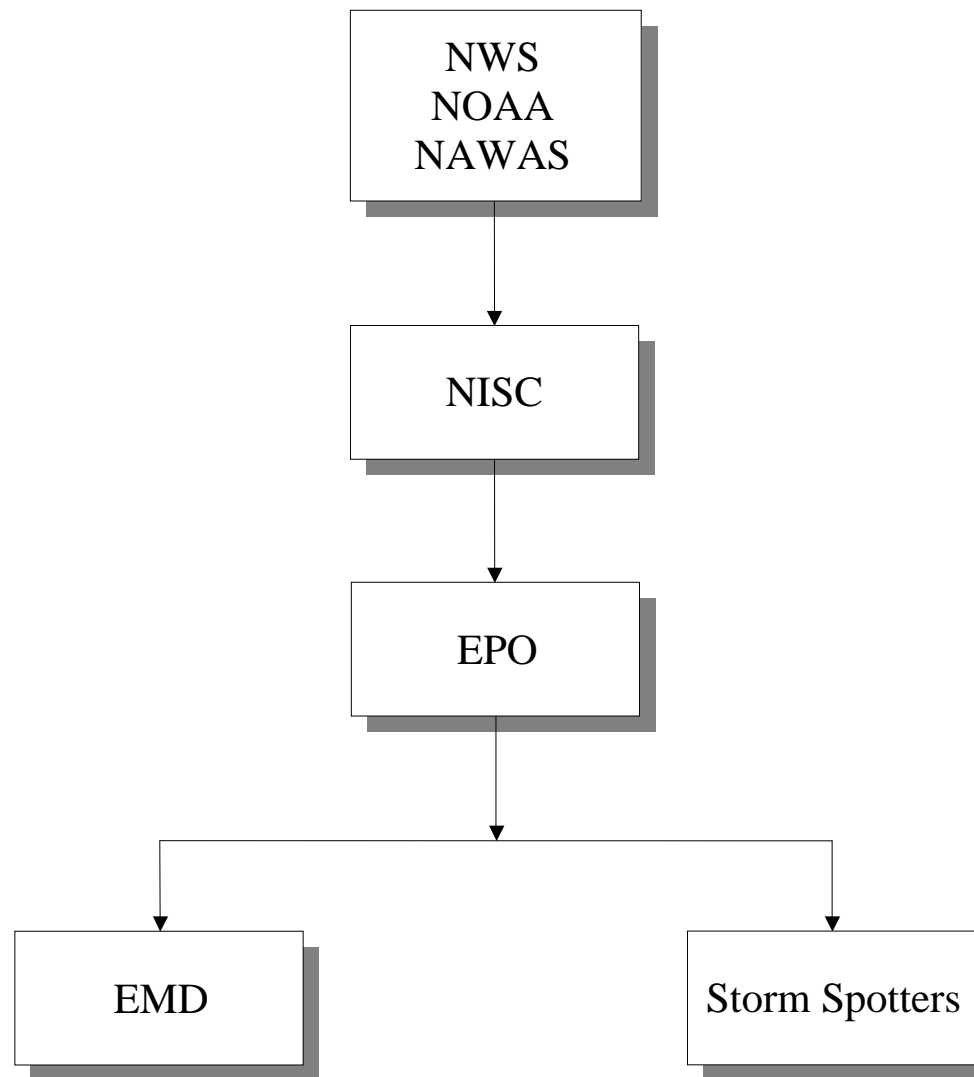
<b>Responder</b>	<b>Weather Watch</b>		<b>Weather Warning</b>		<b>Sighting/Damage/All Clear</b>	
	<b>Thunderstorm Watch</b>	<b>Tornado Watch</b>	<b>Thunderstorm Warning</b>	<b>Tornado Warning</b>	<b>Tornado Sighting/ Damage Reporting</b>	<b>Cancellation/Expiration</b>
<b>NISC</b>	1. Inform EPO. 2. Upon request, make EWS announcement. 3. Fax weather statement to EOC and PSD.	1. Inform EPO. 2. Upon request, make EWS announcement. 3. Fax weather statement to EOC and PSD.	1. Inform EPO. 2. Upon request, make EWS announcement, unless NISC evacuation is necessary. 3. Fax weather statement to EOC and PSD.	1. Inform EPO. 2. Upon request, make EWS announcement, unless NISC evacuation is necessary. 3. Fax weather statement to EOC and PSD.		
<b>EPO</b>	1. Notify EMD. 2. Announce Watch, EWS. 3. Activate EOC. 4. Activate EOC Radio Net as warranted. 5. Activate Storm Spotter Network as warranted. 6. Activate RACES equipment. 7. Monitor NWS.	1. Notify EMD. 2. Announce Watch, EWS. 3. Activate EOC. 4. Activate EOC Radio Net as warranted. 5. Activate Storm Spotter Network as warranted. 6. Activate RACES equipment. 7. Monitor NWS.	1. Notify EMD. 2. Announce EWS, evacuation of buildings as warranted. 3. Activate EOC. 4. Activate EOC Radio Net. 5. Activate Storm Spotter Network as warranted. 6. Activate RACES equip. 7. Monitor NWS. 8. Announce EWS updates every 15 minutes during evacuations.	1. Notify EMD. 2. Announce EWS, evacuation of buildings as warranted. 3. Activate EOC. 4. Activate EOC Radio Net. 5. Activate Storm Spotter Network as warranted. 6. Activate RACES equip. 7. Monitor NWS. 8. Announce EWS updates every 15 minutes during evacuations.	1. Announce EWS, sighting and evacuation. 2. Notify Storm Spotters of sightings. 3. Plot sightings on map. 4. Announce EWS updates every 15 minutes. 5. Record reports of damage and injuries.	1. Make EWS announcement.
<b>EMD</b>		1. Monitor weather.	1. Monitor weather.	1. Report to EOC. 2. Monitor/evaluate weather. 3. Update Director/Dep. Dir.; Associate Director; Dir. Engineering; and CO. 4. Request EOS report to EOC as needed.	1. Monitor weather. 2. Update Director; Dep. Dir.; Associate Dir.; Dir. Eng.; and CO. 3. Alert ISRT and COSS emergency repair teams. 4. Alert DAT and PAT teams as warranted.	
<b>PSCC</b>			1. Unlock protective areas locked by key cards for evacuation.	1. Unlock protective areas locked by key cards for evacuation.	1. Unlock protective areas locked by key cards for evacuation.	
<b>MSFC Storm Spotter Network</b>	1. Deploy as directed to designated stations. 2. Notify EOC when on station and report conditions as necessary, until released.	1. Deploy as directed to designated stations. 2. Notify EOC when on station and report conditions as necessary, until released.	1. Deploy as directed to designated stations. 2. Notify EOC upon arrival and report conditions as necessary, until released. 3. Use own judgment as to leaving stations during evacuations.	1. Deploy as directed to designated stations. 2. Notify EOC upon arrival and report conditions as necessary, until released. 3. Use own judgment as to leaving stations during evacuations.	1. Report sighting to EOC if possible and evacuate to protective area if warranted.	

<b>Responder</b>	<b>Weather Watch</b>		<b>Weather Warning</b>		<b>Sighting/Damage/All Clear</b>	
	<b>Thunderstorm Watch</b>	<b>Tornado Watch</b>	<b>Thunderstorm Warning</b>	<b>Tornado Warning</b>	<b>Tornado Sighting/ Damage Reporting</b>	<b>Cancellation/Expiration</b>
<b>EOC Staff</b>		1. Monitor EOC channel. 2. Upon request, report to EOC and notify NISC upon arrival.	1. Monitor EOC channel. 2. Upon request, report to EOC and notify NISC upon arrival.	1. Monitor EOC channel. 2. Upon request, report to EOC and notify NISC upon arrival.		
<b>ECO</b>	1. Report to EOC. 2. Monitor Skywarn, MSFC Storm Spotter, and EOC radio channel communications.	1. Report to EOC. 2. Monitor Skywarn, MSFC Storm Spotter, and EOC radio channel communications.	1. Report to EOC. 2. Monitor Skywarn, MSFC Storm Spotter, and EOC radio channel communications.	1. Report to EOC. 2. Monitor Skywarn, MSFC Storm Spotter, and EOC radio channel communications.		
<b>Building Managers and Assistants</b>	1. Close exterior doors, windows, and blinds. 2. Check protective area accessibility, call 911 and request areas be unlocked as needed. 3. Prepare to assist evacuation to protective areas.	1. Close exterior doors, windows, and blinds. 2. Check protective area accessibility, call 911 and request areas be unlocked as needed. 3. Prepare to assist evacuation to protective areas.	1. Assist evacuation if announced. 2. Verify protective area accessibility and if locked, call 911 and request areas be unlocked as needed. 3. Close exterior doors, windows, blinds, and protective area hallway doors.	1. Assist evacuation if announced. 2. Verify protective area accessibility and if locked, call 911 and request areas be unlocked as needed. 3. Close exterior doors, windows, blinds, and protective area hallway doors.	1. Assist evacuation. 2. Verify that protective area hallway doors are closed. 3. Summon 911 help as necessary. 4. Keep injured comfortable. 5. Report injuries, facilities damage, and hazards, to the EOC.	
<b>MSFC Personnel</b>	1. Close exterior doors, windows, and blinds. 2. Continue normal operations unless otherwise instructed to evacuate to protective areas.	1. Close exterior doors, windows, and blinds. 2. Continue normal operations unless otherwise instructed to evacuate to protective areas.	1. Close exterior doors, windows, blinds, and protective area hallway doors. 2. Continue normal operations unless otherwise instructed to evacuate to protective areas.	1. Close exterior doors, windows, blinds, and protective area hallway doors. 2. Continue normal operations unless otherwise instructed to evacuate to protective areas.	1. Evacuate as instructed. 2. Keep protective area hallway doors closed. 3. Follow EWS instructions.	
<b>OMEHS</b>					1. Respond as appropriate.	
<b>DAT</b>					1. Respond as requested by the EMD and follow Damage Assessment Team Emergency Response procedures (Section 14).	
<b>PAT</b>					1. Respond as requested by the EMD and follow Personnel Accountability Team Emergency Response procedures (Section 15).	
<b>USSRC</b>	1. The USSRC assumes all responsibility for the safety of tour participants during severe weather, and monitors NOAA radio and alerts drivers to seek shelter for tour participants when a tornado warning is issued. USSRC drivers are instructed to seek protective areas within designated MSFC buildings when unable to return to the USSRC.					

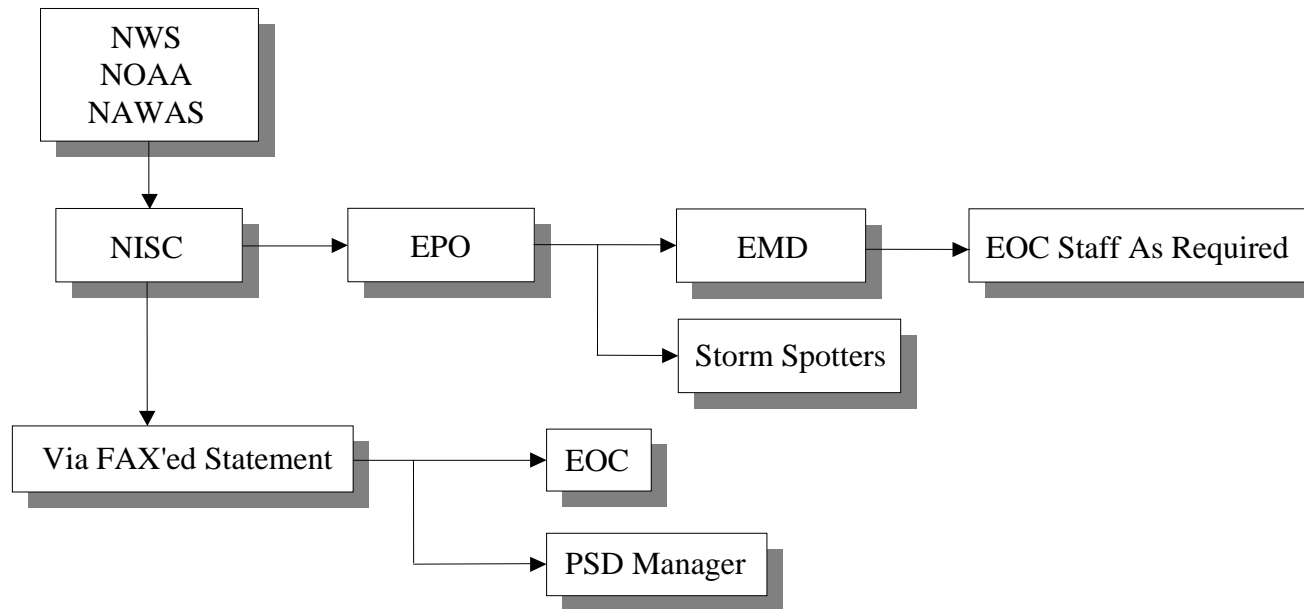
**Severe Weather**  
**After-Duty Hours (4:30 p.m. - 8:00 a.m. Monday through Friday, and on Weekends and Holidays)**

<b>Responder</b>	<b>Any Severe Weather</b>
<b>NISC</b>	<ol style="list-style-type: none"><li>1. Make appropriate EWS announcement.</li><li>2. Notify PSCC and EMD/DEMD of all local severe weather bulletins.</li><li>3. Notify EMD/Deputy of personnel injuries and building and equipment damage due to severe weather.</li></ol>
<b>PSCC</b>	<ol style="list-style-type: none"><li>1. Notify personnel following internal operating procedures.</li></ol>
<b>MSFC Personnel</b>	<ol style="list-style-type: none"><li>1. Close exterior doors, windows, and blinds.</li><li>2. When instructed, evacuate to protective areas.</li></ol>
<b>USSRC</b>	<ol style="list-style-type: none"><li>1. The USSRC assumes all responsibility for the safety of tour participants during severe weather, and monitors NOAA radio and alerts drivers to seek shelter for tour participants when a tornado warning is issued. USSRC drivers are instructed to seek protective areas within designated MSFC buildings when unable to return to the USSRC.</li></ol>

**SEVERE THUNDERSTORM WATCH/WARNING**  
**NORMAL-DUTY HOURS, COMMUNICATION FLOW**

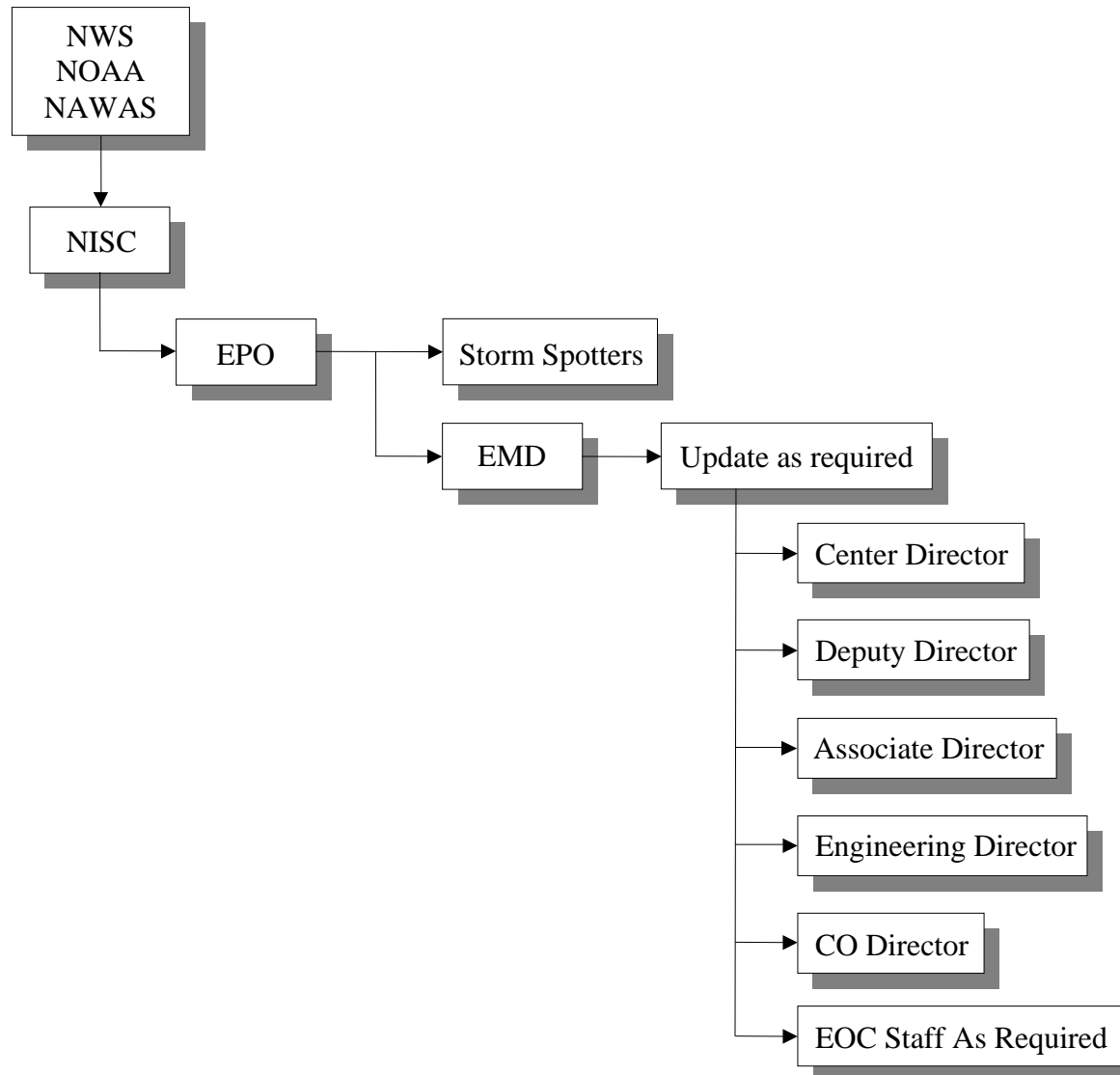


**TORNADO WATCH**  
**NORMAL-DUTY HOURS, COMMUNICATION FLOW**

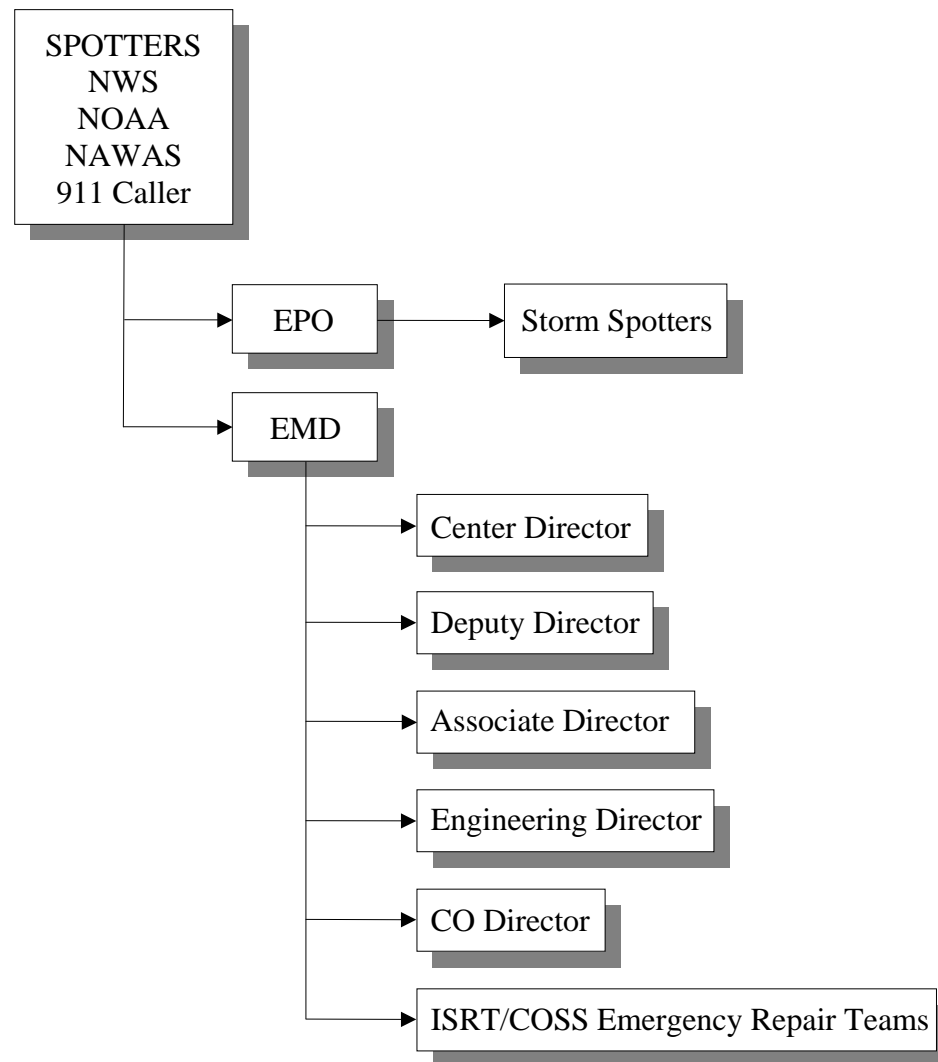




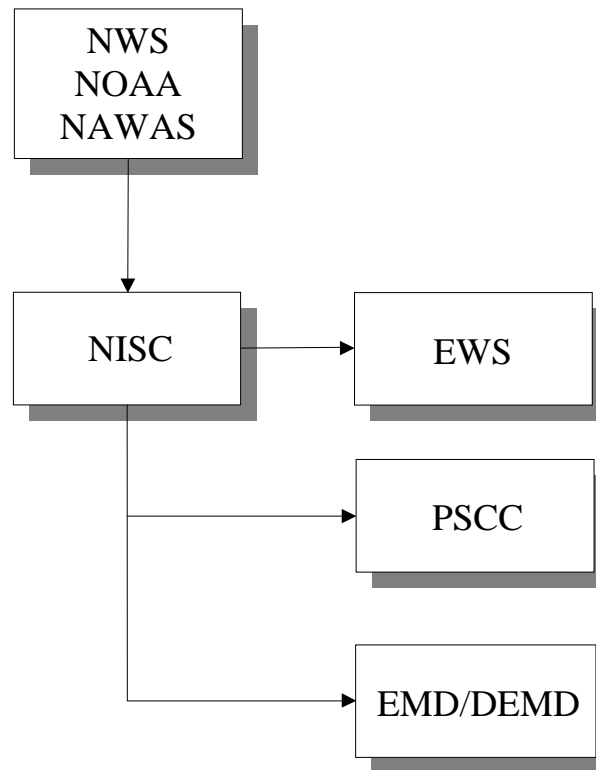
**TORNADO WARNING**  
**NORMAL-DUTY HOURS, COMMUNICATION FLOW**



**TORNADO SIGHTING**  
**NORMAL-DUTY HOURS, COMMUNICATION FLOW**



**SEVERE WEATHER**  
**AFTER-DUTY HOURS, COMMUNICATION FLOW**



## Ice/Snow/Flood

### Normal-Duty Hours (8:00 a.m. - 4:30 p.m., Monday through Friday, excluding Holidays)

**DEFINITIONS:** This Plan provides expeditious and systematic courses of action to minimize the effects of ice, snow, or flooding conditions on Center personnel and facilities.

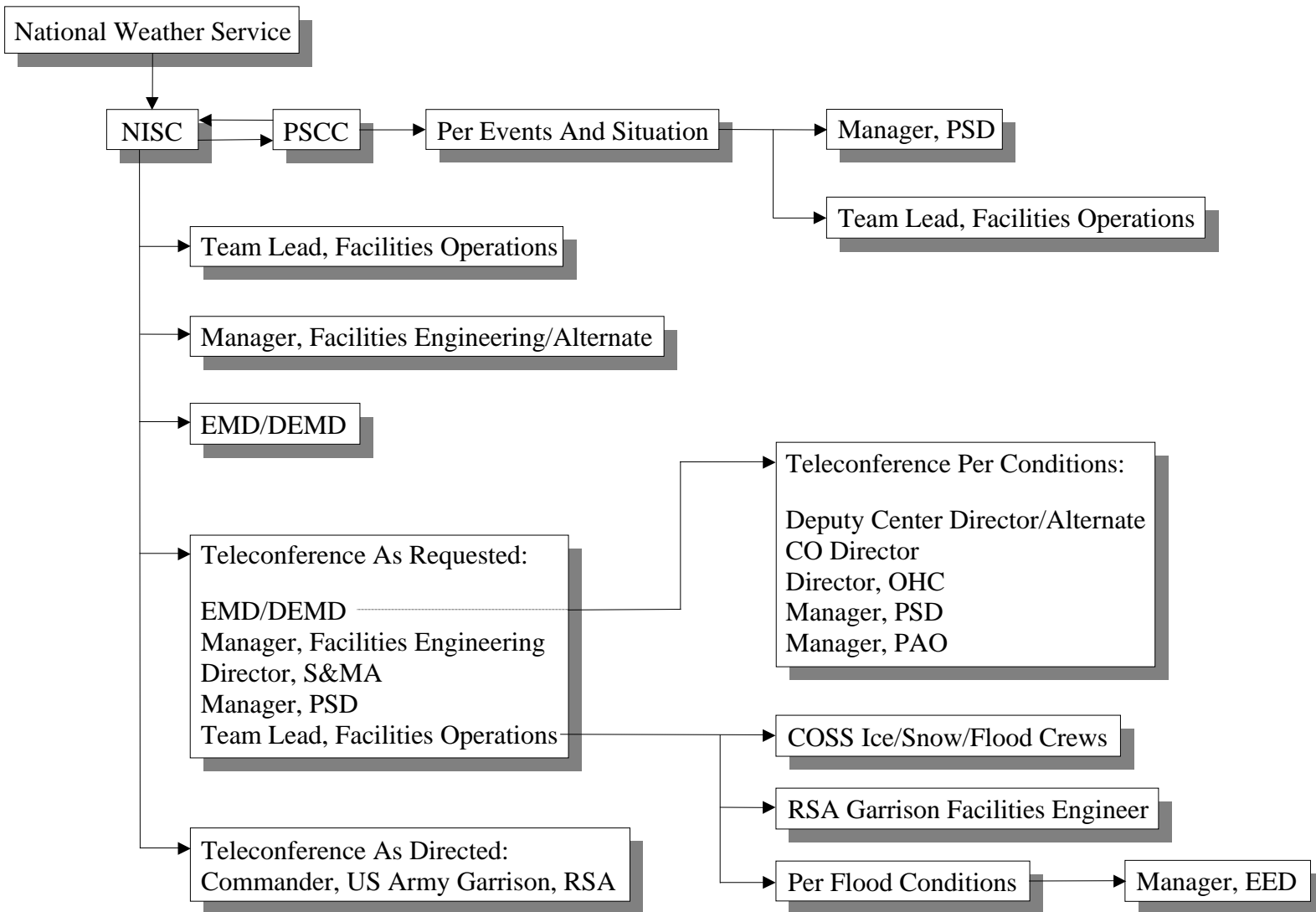
**PROCEDURE:** When the NWS issues a forecast indicating ice or snow accumulation or flooding conditions that affect Madison County, or conditions indicate the possibility of property damage or hazardous driving conditions, the following procedure shall be performed to prevent personal injury and protect Government property.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>
<b>NISC</b>	<ol style="list-style-type: none"> <li>1. Notify PSCC of NWS forecasts indicating ice/snow accumulation or flooding for any part of North Alabama that affects or includes Madison County.</li> <li>2. Monitor PSCC road condition reports indicating ice/snow accumulation or flooding for any part of North Alabama that affects or includes Madison County.</li> <li>3. When ice/snow/flood is occurring or forecast, notify Team Lead, Facilities Operations; Manager, Facilities Engineering/Alternate; EMD/DEMD; and fax NWS statement to EOC and PSD.</li> <li>4. Keep EMD informed of current MSFC road conditions and, upon request, initiate teleconference with EMD/DEMD; Manager, Facilities Engineering; Director, S&amp;MA; Manager, PSD; and Team Lead, Facilities Operations.</li> <li>5. Initiate teleconference with Commander, US Army Garrison, RSA/Alternate when directed by EMD.</li> <li>6. Update 4-HELP, Marshall Announcements.</li> <li>7. When weather forecast is cancelled or expires, notify Team Lead, Facilities Operations; Manager, Facilities Engineering/Alternate; EMD/DEMD; EOC; and PSD.</li> </ol>
<b>PSCC</b>	<ol style="list-style-type: none"> <li>1. Make reports to NISC of ice/snow/flood conditions, and include road conditions within MSFC and the surrounding area.</li> <li>2. <u>Keep Manager, PSD, and Team Lead, Facilities Operations, informed of ice/snow/flood events and situation.</u></li> </ol>
<b>Manager, PSD</b>	<ol style="list-style-type: none"> <li>1. Determine road conditions in the city, county, and the major North Alabama highways and provide information to EMD.</li> </ol>
<b>Team Lead, Facilities Operations</b>	<ol style="list-style-type: none"> <li>1. Notify COSS Supervisor to assemble crews and begin ice/snow removal or flood control measures as directed by EMD.</li> <li>2. Notify Group Lead, Operations &amp; Maintenance Group, as appropriate.</li> <li>3. Keep EMD informed of ice/snow removal or flood control progress and coordinate MSFC assistance requirements with RSA Garrison Facilities Engineer.</li> <li>4. <u>Notify Manager, EED, when flood conditions are anticipated.</u></li> </ol>
<b>EMD</b>	<ol style="list-style-type: none"> <li>1. Notify Team Lead, Facilities Operations, to initiate snow/ice removal operations when conditions warrant and to concentrate on critical activity areas.</li> <li>2. Report work progress to Director, CO.</li> <li>3. When conditions warrant, initiate teleconference with Deputy Center Director/Alternate; Director, CO; Director, OHC; Manager, PSD; and Manager, PAO.</li> <li>4. When appropriate, initiate teleconference with Commander, US Army Garrison, RSA/Alternate and coordinate recommendations concerning MSFC or RSA hours of operation.</li> <li>5. Direct EWS announcement be made by EOC or NISC when Center operating hours are altered.</li> <li>6. <u>Direct NISC to update 4-HELP, Marshall Announcements.</u></li> </ol>
<b>EPO</b>	<ol style="list-style-type: none"> <li>1. Obtain latest weather forecast and when ice/snow/flood conditions are hazardous or expected to worsen, notify EMD and activate the EOC as appropriate.</li> <li>2. <u>Make EWS announcement of altered Center operating hours as directed by EMD.</u></li> </ol>
<b>EED</b>	<ol style="list-style-type: none"> <li>1. Investigate possible pollution sites from ice/snow/flooding and report findings to EMD.</li> </ol>
<b>Deputy Center Director/Alternate</b>	<ol style="list-style-type: none"> <li>1. Make decision to alter or to proceed with normal MSFC hours of operation.</li> <li>2. When operating hours are altered, direct EMD to have EWS announcement made, and Director, OHC to have administrative announcement made.</li> </ol>
<b>Commander, US Army Garrison, RSA</b>	<ol style="list-style-type: none"> <li>1. Notifies NISC of Base closure, per internal RSA operating procedures.</li> </ol>

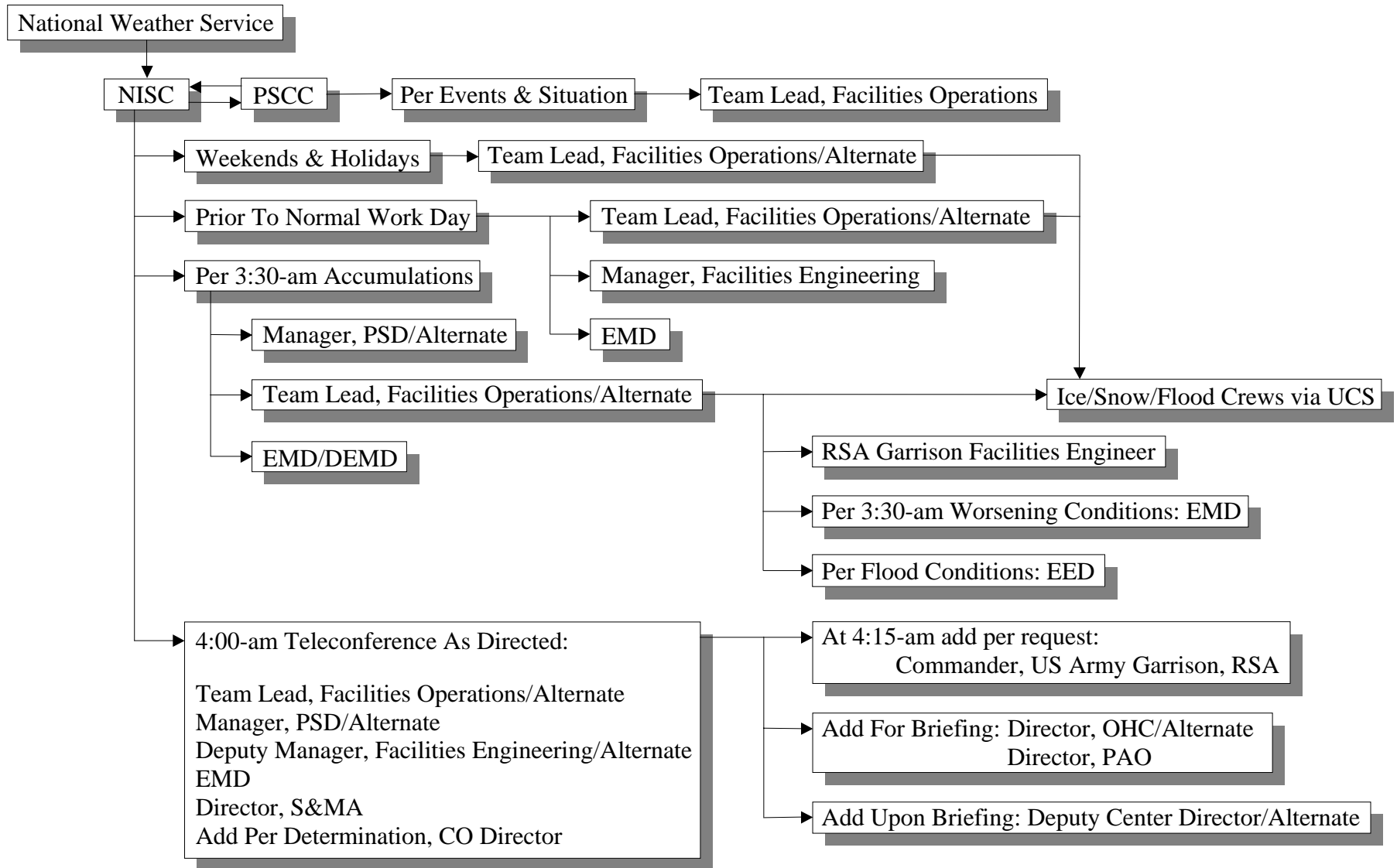
**Ice/Snow /Flood**  
**After-Duty Hours (4:30 p.m. - 8:00 a.m., Monday through Friday, and on Weekends and Holidays)**

<b>Responder</b>	<b>Notifications/Activations/Activities</b>
<b>NISC</b>	<ol style="list-style-type: none"> <li>1. Notify PSCC of NWS forecasts indicating ice/snow accumulation or flooding for any part of North Alabama that affects or includes Madison County.</li> <li>2. Monitor PSCC road condition reports indicating ice/snow accumulation or flooding for any part of North Alabama that affects or includes Madison County.</li> <li>3. When conditions warrant on weekends and holidays, notify Team Lead, Facilities Operations/Alternate.</li> <li>4. When conditions warrant prior to start of normal work day, notify Team Lead, Facilities Operations/Alternate; Manager, Facilities Engineering; and EMD. Advise MSFC management officials or initiate teleconference as directed by EMD or notify EMD before initiating teleconference requested by others.</li> <li>5. When accumulations are occurring at 3:30 a.m. prior to start of normal workday, notify Manager, PSD/Alternate; Team Lead, Facilities Operations/Alternate; and EMD/DEMD.</li> <li>6. When conditions warrant at 4:00 a.m., initiate teleconference as directed by EMD with: Team Lead, Facilities Operations/Alternate; Manager, PSD/Alternate; Deputy Manager, Facilities Engineering/Alternate; Director, S&amp;MA; and EMD. Upon determination add Director, CO. At 4:15 a.m. add Commander, US Army Garrison, RSA/Alternate. Upon conference add Director, OHC/Alternate and Director, PAO. Upon briefing add Deputy Center Director/Alternate for briefing and recommendations concerning Center operating hours.</li> <li>7. Update 4-HELP, Marshall Announcements.</li> <li>8. When weather forecast is cancelled or expires, notify Team Lead, Facilities Operations/Alternate; Manager, Facilities Engineering; and EMD.</li> </ol>
<b>PSCC</b>	<ol style="list-style-type: none"> <li>1. Report ice/snow/flood conditions to NISC, and include MSFC and surrounding area road conditions.</li> <li>2. Keep Team Lead, Facilities Operations, informed of the events and situation.</li> <li>3. Assist or conduct traffic control for road crews and notify or update Manager, PSD, as appropriate.</li> </ol>
<b>Team Lead Facilities Operations</b>	<ol style="list-style-type: none"> <li>1. When conditions warrant, request UCS operator notify COSS ice/snow removal or flood control crews to report to work (normally 3:00 a.m.).</li> <li>2. Coordinate MSFC assistance requirements with RSA garrison Facilities Engineer.</li> <li>3. Obtain latest weather forecast at 3:30 a.m., and when ice/snow/flood conditions are hazardous or expected to worsen, notify EMD.</li> <li>4. Notify Group Lead, Operations &amp; Maintenance Group, as appropriate.</li> <li>5. Notify Manager, EED, when flood conditions are forecast or anticipated.</li> </ol>
<b>EMD</b>	<ol style="list-style-type: none"> <li>1. When conditions warrant at 4:00 a.m., direct NISC to initiate teleconference (see above, 4:00 a.m. teleconference).</li> <li>2. If at 4:15 a.m. ice or snow conditions are hazardous or expected to worsen, direct NISC to proceed with teleconference and coordinate recommendations concerning MSFC or RSA hours of operation, and advise the Deputy Center Director/Alternate of road conditions and work progress.</li> <li>3. Direct NISC to update 4-HELP, Marshall Announcements.</li> </ol>
<b>Manager, PSD</b>	<ol style="list-style-type: none"> <li>1. If at 3:30 a.m. ice or snow is accumulating, survey road conditions within Redstone Arsenal, surrounding cities, and major North Alabama highways, and obtain latest weather forecast and provide information to EMD/DEMD.</li> </ol>
<b>EED</b>	<ol style="list-style-type: none"> <li>1. Investigate possible pollution sites from ice/snow/flooding and report findings to EMD.</li> </ol>
<b>Deputy Center Director/Alternate</b>	<ol style="list-style-type: none"> <li>1. Determine when the Center shall open.</li> <li>2. Advise PAO of decision and time.</li> </ol>
<b>PAO</b>	<ol style="list-style-type: none"> <li>1. Notify area radio and TV stations by 5:30 a.m. prior to normal workday or as directed, when decision is made by Center Director or Representative to alter MSFC hours of operation.</li> </ol>
<b>MSFC Employees</b>	<ol style="list-style-type: none"> <li>1. Monitor 4-HELP, Marshall Announcements, for Center operating status.</li> </ol>
<b>Commander, US Army Garrison, RSA</b>	<ol style="list-style-type: none"> <li>1. Notifies NISC at 4:30 a.m. of Base closure or delayed opening per internal RSA operating procedures.</li> </ol>

## ICE/SNOW/FLOOD NORMAL-DUTY HOURS, COMMUNICATION FLOW



## ICE/SNOW/FLOOD AFTER-DUTY HOURS, COMMUNICATION FLOW



## Fire/Explosion/Impending Normal-Duty and After-Duty Hours

**DEFINITIONS:** This Plan provides expeditious and systematic courses of action to minimize the effects of fire/explosion/impending situations on Center personnel and facilities.

**Fire/Explosion/Impending:** An emergency due to fire or explosion, or the prospect of fire or explosion, that threatens or causes injury or property damage.

**Triage:** The location immediate medical assistance is rendered.

**Safe condition:** The absence of any threat to personnel or property.

**Emergency Situation Type:** An incident designation that initiates appropriate emergency response.

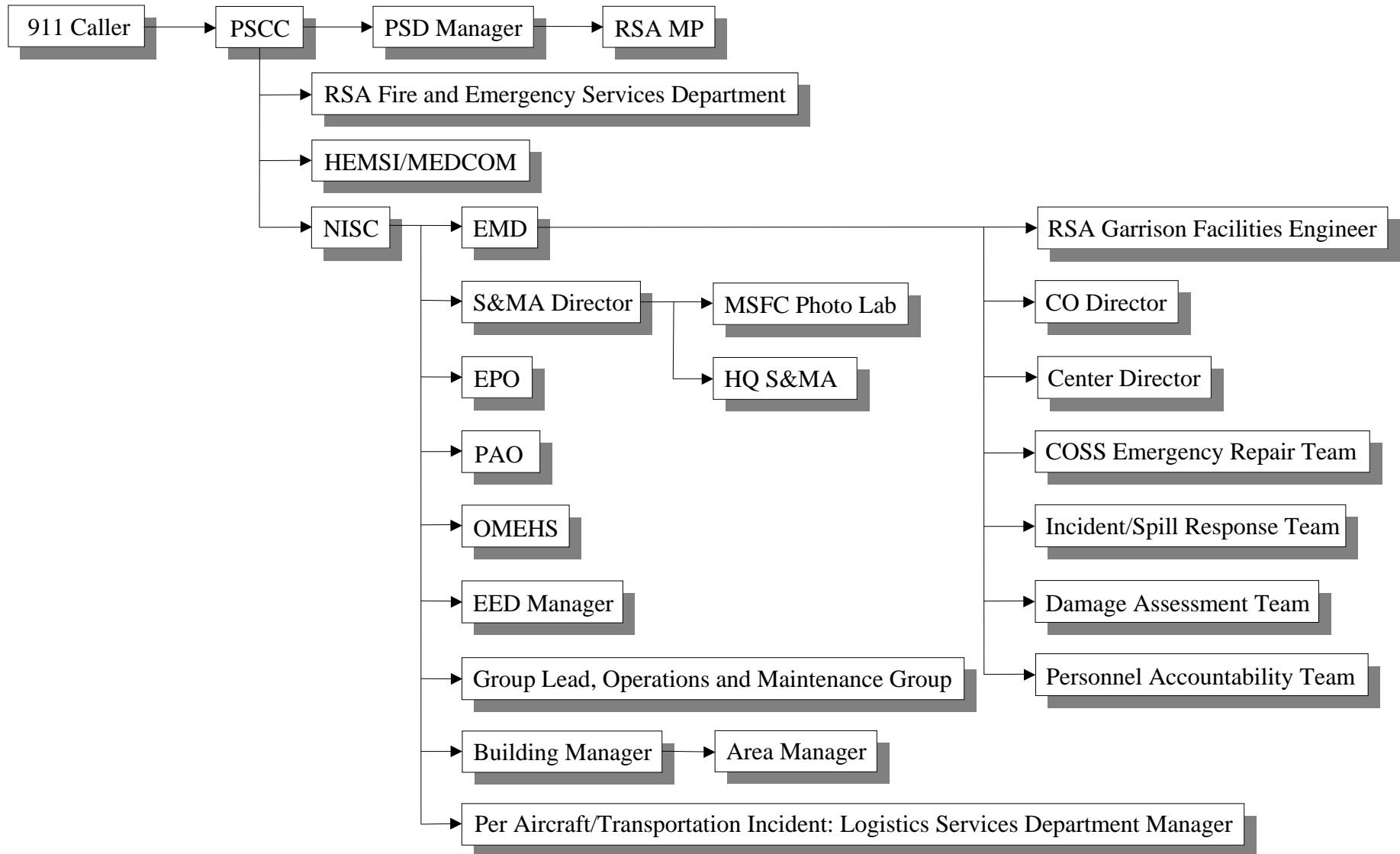
**PROCEDURE:** Responders shall perform the following procedures when responding to fire/explosion/impending incidents.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>MSFC Personnel</b>	1. Personnel who detect a fire and/or explosion, or who become aware of the imminent prospect of fire or explosion, shall call 911 and activate the building fire alarm.	1. Evacuate to designated Assembly Areas as indicated on Emergency/Evacuation Plans posted within MSFC facilities.
<b>RSA FESD</b>	1. Assume Incident Commander duties until incident circumstances are determined, or IC duties are transferred to appropriate emergency response organization. 2. Inform MSFC PSCC when responding to annunciators or emergency calls the MSFC PSCC does not monitor. 3. Set up staging area for Incident Command Post and other equipment at safe distance.	1. Perform rescues/evacuations. 2. Fight Fires. 3. Request mutual aid, when needed. 4. Contain run-off of contaminants, as warranted. 5. Preserve evidence. 6. Evaluate incident to determine level of support required and transfer IC to appropriate on-scene emergency response organization when appropriate, depending upon the nature of the incident.
<b>PSCC</b>	1. Notify RSA FESD of emergency calls the FESD does not monitor. 2. Notify HEMSI; NISC; and Manager, PSD.	1. Dispatch security officer to the scene to protect personnel, property, and evidence, until safe reentry is approved by RSA FESD or S&MA.
<b>NISC</b>	1. Notify EMD; Director, S&MA; EPO; OMEHS; Manager, EED; Group Lead, Operations & Maintenance Group; PAO; and Building Manager. 2. For aircraft/transportation incidents, notify Manager, Logistics Services Dept. 3. Maintain emergency radio communications links as necessary.	
<b>Manager, PSD</b>	1. Report to scene via safe route. 2. Request or coordinate RSA MP assistance, as needed.	1. Secure area and prevent loss of evidence.



<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>S&amp;MA</b>	<ol style="list-style-type: none"> <li>1. Contact IC and obtain directions for safe approach and dispatch affiliate to scene, with instructions to notify IC and DEMD upon arrival.</li> <li>2. Contact Building Managers/Assistants as appropriate or upon request.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assure the actions taken to control the scene protect personnel, property, and essential evidence.</li> <li>2. Advise EMD of any hazard not being addressed, and provide other advice or hazard analysis upon request.</li> <li>3. Assist identifying auxiliary technical expertise and relevant hazardous materials data, necessary to assess hazards and hazard controls.</li> <li>4. Determine mishap reportability, and notify Headquarters S&amp;MA, as appropriate.</li> <li>5. Determine and advise IC and EMD when site safe condition is established.</li> <li>6. Determine MSFC on-scene photographer requirements and advise IC.</li> <li>7. Assist evaluating affected facility with RSA FESD, EED, &amp; OMEHS for safe occupancy &amp; notify DEMD.</li> </ol>
<b>EMD</b>	<ol style="list-style-type: none"> <li>1. Coordinate activities with IC, S&amp;MA, and provide support as necessary.</li> <li>2. Request RSA Facilities Engineer assistance, when needed.</li> <li>3. Inform Director, CO; Center Director; and other Center management officials, as necessary.</li> </ol>	<ol style="list-style-type: none"> <li>1. Dispatch COSS emergency repair team to the scene, with instructions to assist the FESD as appropriate or as directed.</li> <li>2. Assemble and dispatch the MSFC Incident/Spill Response Team when needed.</li> <li>3. Provide assistance to RSA FESD as necessary.</li> <li>4. Assemble and dispatch DAT or PAT teams when needed.</li> </ol>
<b>EPO</b>	<ol style="list-style-type: none"> <li>1. Monitor status and coordinate assistance, as needed.</li> </ol>	
<b>Building Managers/ Assistants</b>	<ol style="list-style-type: none"> <li>1. Ensure fire alarm activation.</li> <li>2. Contact Area Manager as requested or appropriate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist building or area evacuation.</li> <li>2. Assist emergency personnel to secure facility systems, and advise type and location of hazardous materials.</li> <li>3. Assist accountability for all facility occupants.</li> </ol>
<b>Photo Lab</b>		<ol style="list-style-type: none"> <li>1. Contact IC and obtain directions for safe approach, and provide on-scene photographic support as requested by S&amp;MA.</li> </ol>
<b>OMEHS</b>	<ol style="list-style-type: none"> <li>1. Contact IC and obtain directions for safe approach, and respond as appropriate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist evaluating affected facility with RSA FESD, S&amp;MA, and EED for safe occupancy and notify DEMD.</li> </ol>
<b>EED</b>	<ol style="list-style-type: none"> <li>1. Contact IC and obtain directions for safe approach and report to scene.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist emergency crews and RSA FESD in matters relating to hazardous materials.</li> <li>2. Assist evaluating facility with RSA FESD, S&amp;MA, and OMEHS for safe occupancy and notify DEMD and IC of results.</li> </ol>
<b>PAO</b>	<ol style="list-style-type: none"> <li>1. Set up briefing area and notify media of its location and PSD perimeter compliance requirements.</li> </ol>	<ol style="list-style-type: none"> <li>1. Collect and coordinate release of information to public media.</li> </ol>
<b>DAT</b>	<ol style="list-style-type: none"> <li>1. Team members report to DAT Lead.</li> </ol>	<ol style="list-style-type: none"> <li>1. Respond as requested by the EMD and follow Damage Assessment Team Emergency Response procedures, (Section 14).</li> </ol>
<b>PAT</b>	<ol style="list-style-type: none"> <li>1. Team members report to PAT Lead.</li> </ol>	<ol style="list-style-type: none"> <li>1. Respond as requested by the EMD and follow Personnel Accountability Team Emergency Response procedures, (Section 15).</li> </ol>

**FIRE AND EXPLOSION**  
**NORMAL AND AFTER-DUTY HOURS, COMMUNICATION FLOW**



## Personnel Injury/Accident Normal-Duty and After-Duty Hours

**DEFINITIONS:** This Plan provides expeditious and systematic courses of action to minimize the effects of personnel injury or accidents on Center personnel and facilities.

**Personnel Injury/Accident:** A sudden and unexpected occurrence or set of circumstances demanding immediate action to preserve or protect life or property.

**Triage:** The location immediate medical assistance is rendered.

**Safe condition:** The absence of any threat to personnel or property.

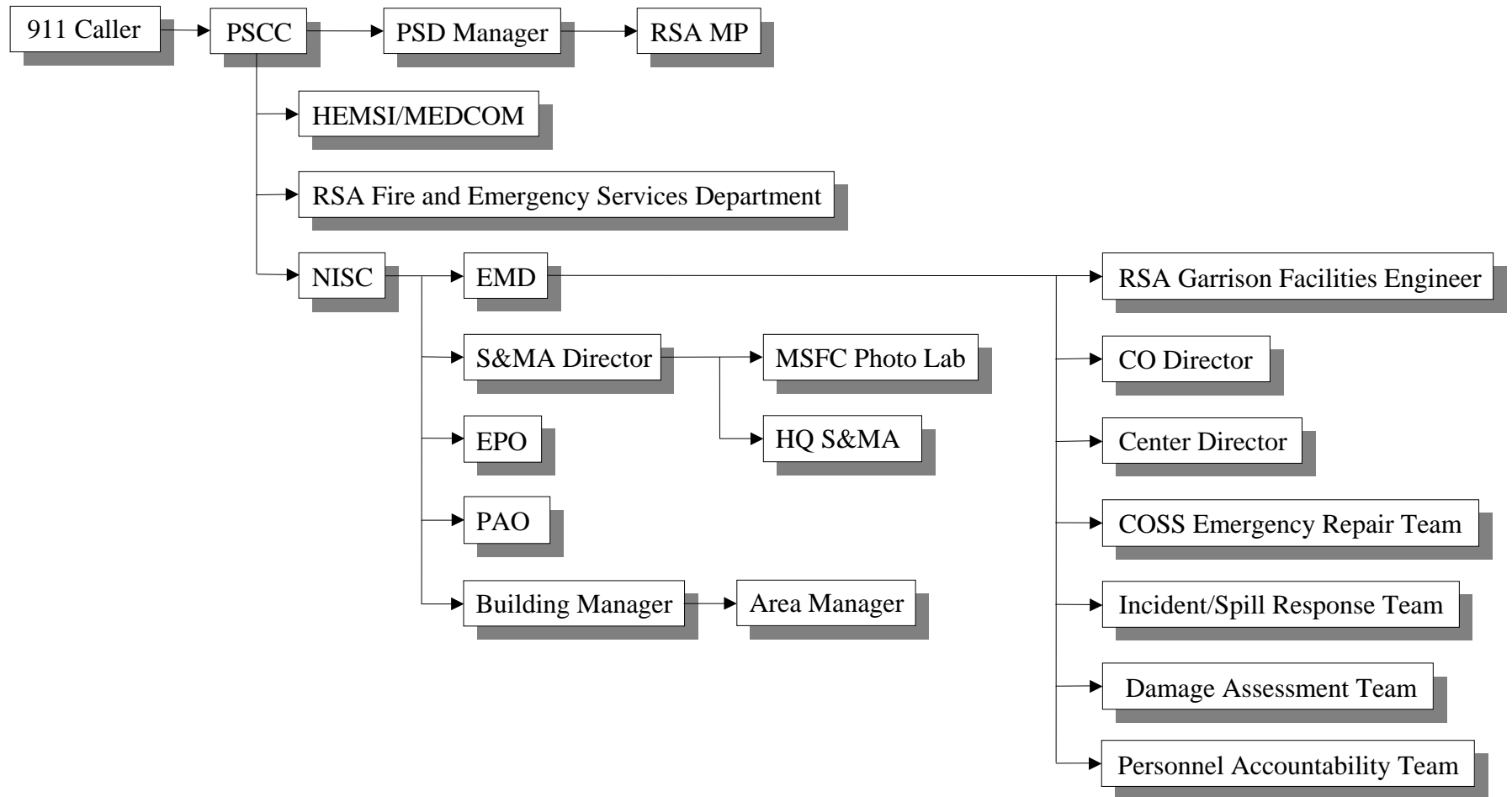
**Emergency Situation Type:** An incident designation that initiates appropriate emergency response.

**PROCEDURE:** Responders shall perform the following procedures when responding to personnel injury or accident incidents.

Responder	Notifications/Activations/Activities	Steps/Actions Taken
<b>MSFC Personnel</b>	1. Personnel witnessing an employee injury or accident shall call 911 immediately, then at first opportunity call 4-HELP, Safety Hotline, and report the information to S&MA.	
<b>PSCC</b>	1. Record message. 2. Notify RSA FESD, HEMSI, NISC, and Manager, PSD. 3. Report injury or casualty information/condition from medical personnel to NISC.	1. Dispatch security officers to scene. 2. When HEMSI ambulance crew is out of office, contact and dispatch ambulance crew by radio, (Unit 500/MEDCOM).
<b>HEMSI</b>	1. Notify PSCC and MEDCOM when out of the office.	1. Dispatch response unit upon PSCC notification. (MEDCOM automatically attempts contacting ambulance crew on HEMSI main radio and beeper when PSCC is unable.)
<b>FESD</b>	1. Monitor all emergency calls. 2. Notify PSCC and MEDCOM when out of the office.	1. Dispatch engine companies as Fire and EMS 1st responder. 2. Stabilize patients. 3. Provide patient basic life saving until HEMSI arrival. 4. Ride in ambulance when requested.
<b>NISC</b>	1. Notify EMD; Director, S&MA; EPO; PAO; and Building Manager. 2. <u>Keep EMD and EPO informed of situation.</u>	1. Maintain continuous radio communications for PSD and S&MA.
<b>Security Officers</b>	1. Receive 911 calls when in office. 2. Report to scene via safe route. 3. Report casualty information/condition from medical personnel to PSCC.	1. Render patient aid as needed. 2. Obtain pertinent employee information and condition of illness/injury and ensure medical assistance has been summoned if necessary. 3. <u>Secure area and assure as feasibly possible that evidence is not disturbed.</u>

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>S&amp;MA</b>	<ol style="list-style-type: none"> <li>1. As necessary, contact IC and obtain directions for safe approach and dispatch affiliate to scene, with instructions to notify IC and DEMD upon arrival.</li> <li>2. Contact Building Manager/Assistant when appropriate or upon request.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assure the actions taken to control the scene protect personnel, property, and essential evidence.</li> <li>2. Advise EMD of any hazard not being addressed, and provide other advice or hazard analysis upon request.</li> <li>3. Assist identifying auxiliary technical expertise and relevant hazardous materials data, necessary to assess hazards and hazard controls.</li> <li>4. Determine mishap reportability, and notify Headquarters S&amp;MA, as appropriate.</li> <li>5. Determine and advise IC and EMD when site safe condition is established.</li> <li>6. Determine MSFC on-scene photographer requirements and advise IC.</li> <li>7. Assist evaluating affected facility with RSA FESD for safe occupancy and notify DEMD.</li> </ol>
<b>EMD</b>	<ol style="list-style-type: none"> <li>1. Coordinate activities with S&amp;MA, and provide support as necessary.</li> <li>2. Report to scene via safe route as requested per S&amp;MA.</li> <li>3. Request RSA Facilities Engineer assistance as needed.</li> <li>4. Inform Director, CO; Center Director; and other Center management officials, as necessary.</li> </ol>	<ol style="list-style-type: none"> <li>1. Dispatch COSS emergency repair team to the scene when necessary.</li> <li>2. Assemble and dispatch the MSFC Incident/Spill Response Team when necessary.</li> <li>3. Provide assistance to RSA FESD as necessary.</li> <li>4. Assemble and dispatch DAT or PAT teams when necessary.</li> </ol>
<b>EPO</b>	<ol style="list-style-type: none"> <li>1. Monitor status and coordinate assistance, as necessary.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide Building Managers/Assistants with special instructions, as directed by EMD.</li> </ol>
<b>Photo Lab</b>		<ol style="list-style-type: none"> <li>1. Contacting IC and obtaining directions for safe approach, and provide on-scene photographic support as requested by S&amp;MA.</li> </ol>
<b>PAO</b>	<ol style="list-style-type: none"> <li>1. Set up briefing area and notify media of its location and PSD perimeter compliance requirements.</li> </ol>	<ol style="list-style-type: none"> <li>1. Collect and coordinate release of information to public media.</li> </ol>
<b>Building Managers/ Assistants</b>	<ol style="list-style-type: none"> <li>1. Contact Area Manager as requested or appropriate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist building or /area evacuation.</li> <li>2. Assist emergency personnel to secure facility systems, and advise type and location of hazardous materials.</li> <li>3. Assist accountability for all facility occupants.</li> </ol>
<b>DAT</b>	<ol style="list-style-type: none"> <li>1. Team members report to DAT Lead.</li> </ol>	<ol style="list-style-type: none"> <li>1. Respond as requested by the EMD and follow Damage Assessment Team Emergency Response procedures, (Section 14).</li> </ol>
<b>PAT</b>	<ol style="list-style-type: none"> <li>1. Team members report to PAT Lead.</li> </ol>	<ol style="list-style-type: none"> <li>1. Respond as requested by the EMD and follow Personnel Accountability Team Emergency Response procedures, (Section 15).</li> </ol>

**PERSONNEL INJURY/ACCIDENT**  
**NORMAL AND AFTER-DUTY HOURS, COMMUNICATION FLOW**



## Environmental HAZMAT/Radiological/Unexploded Ordnance Normal-Duty and After-Duty Hours

**DEFINITIONS:** This Plan provides expeditious and systematic courses of action to minimize the effects of hazardous material/radiological/unexploded ordnance incidents on Center personnel and facilities.

**Environmental HAZMAT/Radiological/Unexploded Ordnance:** An emergency caused by an accidental release or discovery, of buried/unearthed ordnance or other explosive/corrosive/flammable chemical or material, radiological material, or unknown possible hazardous material, within the work environment which enters or threatens to enter the external environment.

**Triage:** The location immediate medical assistance is rendered.

**Safe compliant condition:** The absence of any threat to personnel or property.

**Emergency Situation Type:** An incident designation that initiates appropriate emergency response.

**PROCEDURE:** Personnel shall immediately call 911 and report any environmental HAZMAT/radiological/unexploded ordnance incident. If necessary, personnel shall activate building fire alarm and evacuate to designated assembly areas as indicated on Emergency/Evacuation Plans posted within MSFC facilities, or as directed by emergency personnel. Responders shall perform the following procedures when responding to air pollution incidents.

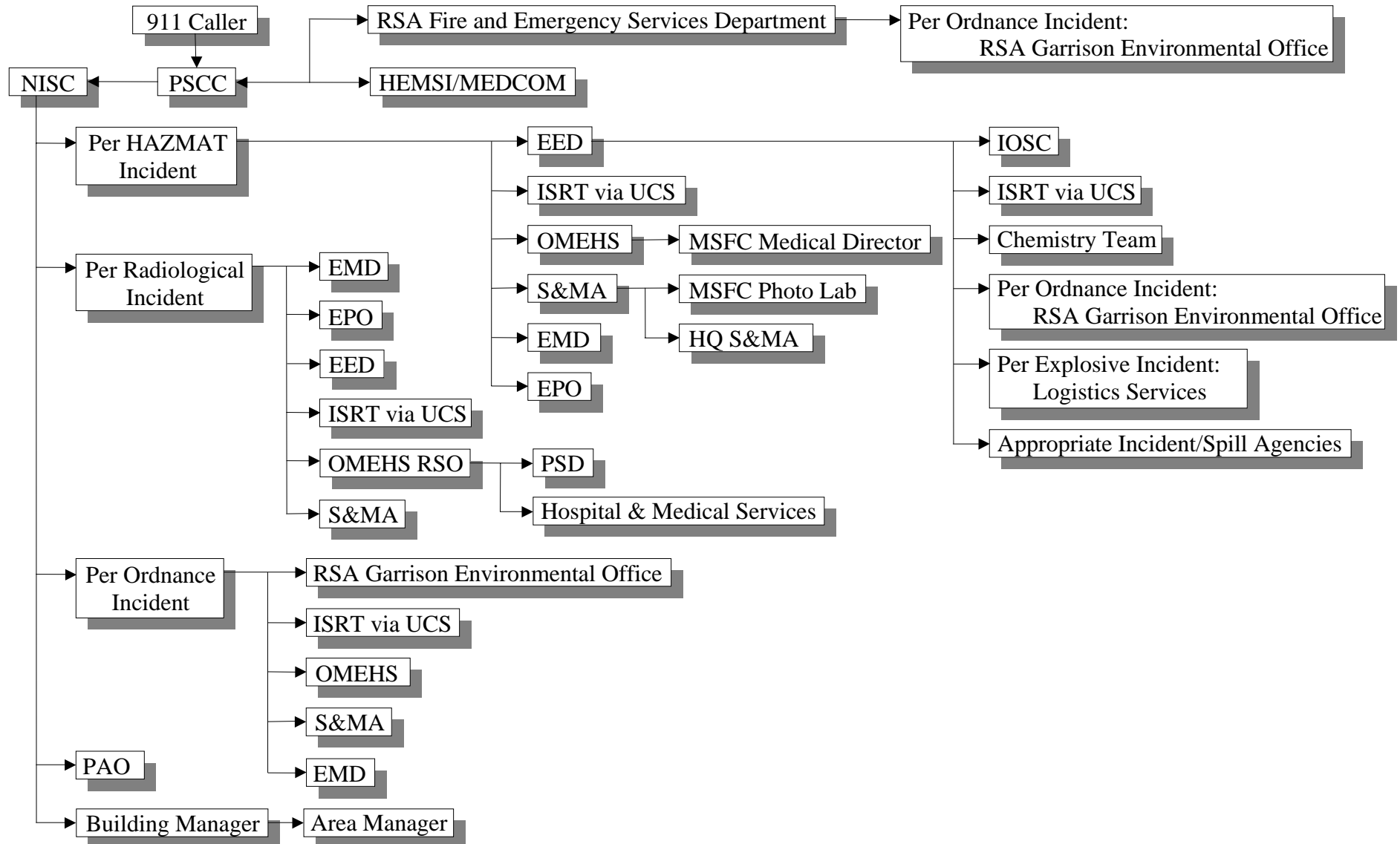
Responder	Notifications/Activations/Activities	Steps/Actions Taken
<b>PSCC</b>	<ol style="list-style-type: none"> <li>1. Record name, location, and hazardous material identity, if known.</li> <li>2. Notify RSA FESD, HEMSI, and NISC.</li> </ol>	<ol style="list-style-type: none"> <li>1. Request caller remain at site, upwind at safe distance, and standby to give information to IC.</li> <li>2. Dispatch security officer to scene with instructions to approach cautiously and establish safety perimeter and control access to the area as directed by the IC.</li> </ol>
<b>NISC</b>	<ol style="list-style-type: none"> <li>1. For HAZMAT incidents, notify EED; ISRT via UCS; OMEHS; S&amp;MA; EMD; EPO; PAO; &amp; Building Manager.</li> <li>2. For radiological incidents, notify OMEHS RSO; ISRT via UCS; S&amp;MA; EED; EMD; EPO; PAO; &amp; Building Manager.</li> <li>3. For buried or unexploded ordnance incidents, notify RSA Environmental Office; ISRT via UCS; OMEHS; S&amp;MA; EMD; PAO; and Building Manager.</li> </ol>	
<b>RSA FESD</b>	<ol style="list-style-type: none"> <li>1. Provide first responder HAZMAT Team for all emergency calls.</li> <li>2. Transfer on-scene IC control and authority to IOSC when appropriate.</li> <li>3. For buried or unexploded ordnance, assure RSA Environmental Office is notified.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assume Incident Commander duties until incident circumstances and emergency situation type are determined.</li> <li>2. Set up staging area for Incident Command Post and other equipment at safe distance.</li> <li>3. Remove victims to triage after site safe condition is established.</li> <li>4. Coordinate response activities with IOSC and determine if COSS Incident/Spill Response Team shall conclude situation.</li> </ol>

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>EED</b>	<ol style="list-style-type: none"> <li>1. Contact IC and obtain directions for safe approach and immediately dispatch IOSC/alternate to scene.</li> <li>2. Contact ISRT via UCS and request support when needed.</li> <li>3. Contact Chemistry Team and request support when needed.</li> <li>4. For an ordnance incident not reported through NISC, contact RSA Environmental Office.</li> <li>5. For explosives disposal, contact Logistics Services (PMG), and request support when needed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Evaluate scene and coordinate with EMD, COSS ISRT, and RSA FESD, as appropriate and applicable, and determine the level of response or support required.</li> <li>2. For reportable HAZMAT quantities, make appropriate notifications to incident/spill response agencies (Local, State, Federal, etc.), when needed.</li> <li>3. Ensure incident site is cleaned up to meet applicable Federal Agency regulatory requirements.</li> <li>4. Assist IC in returning the site to a safe compliant condition in accordance with on-scene emergency response staff estimations and evaluations.</li> <li>5. Report any hazardous material concerns for safe occupancy of affected facility to DEMD.</li> <li>6. Assist evaluating affected facility with IC, S&amp;MA, and OMEHS for safe occupancy and notify DEMD.</li> </ol>
<b>IOSC</b>	<ol style="list-style-type: none"> <li>1. Contact IC and obtain directions for safe approach and report to scene.</li> <li>2. Keep EMD informed of events, as necessary.</li> </ol>	<ol style="list-style-type: none"> <li>1. Coordinate response activities with RSA FESD, RSA Environmental Office, and RSO.</li> <li>2. Assume IC duties when RSA FESD transfers on-scene IC control and authority, and direct the containment and cleanup of the incident.</li> </ol>
<b>Incident/Spill Response Team</b>	<ol style="list-style-type: none"> <li>1. Contact IC and obtain directions for safe approach and report to site of incident.</li> </ol>	<ol style="list-style-type: none"> <li>1. Support RSA FESD as directed by the IC, IOSC, or EMD/DEMD.</li> <li>2. Perform containment and cleanup operations at the site as directed by the IC.</li> </ol>
<b>Logistics Services</b>	<ol style="list-style-type: none"> <li>1. Notify appropriate PMG personnel to coordinate with IC, and to report to scene as necessary.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide appropriate support and equipment for the disposal of hazardous materials.</li> <li>2. Expedite all disposal actions for explosive chemicals.</li> </ol>
<b>EMD</b>	<ol style="list-style-type: none"> <li>1. Keep Center management officials apprised of situation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Coordinate with IOSC, and authorize MSFC resources and assets for containment and cleanup of incident.</li> <li>2. Utilize EWS to evacuate building or area, when requested by the IOSC.</li> <li>3. Support RSA Environmental Office activities as necessary for MSFC ordnance removal.</li> <li>4. Direct UCS to turn HVAC systems off or on when needed.</li> </ol>
<b>Chemistry Team</b>	<ol style="list-style-type: none"> <li>1. Contact IC and obtain directions for safe approach and report immediately to the incident site.</li> <li>2. Keep EMD informed of events, as necessary.</li> </ol>	<ol style="list-style-type: none"> <li>1. Collect hazmat samples and provide analysis results to IC and EMD.</li> </ol>
<b>OMEHS</b>	<ol style="list-style-type: none"> <li>1. Contact IC and obtain directions for safe approach and report immediately to the incident site.</li> <li>2. Keep MSFC Medical Director and EMD apprised of situation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Perform site assessment to determine level and type of personnel protection equipment required for containment and cleanup operations.</li> <li>2. Provide initial and subsequent air monitoring of the site, report any safety concerns to the IC, and assist the IC as necessary.</li> <li>3. Provide Material Safety Data Sheets for incident materials.</li> <li>4. Notify IC when safe condition is established and site is safe for reentry.</li> <li>5. Assist evaluating affected facilities with IC, EED, and S&amp;MA for safe occupancy and notify DEMD.</li> <li>6. Provide medical assistance as appropriate.</li> <li>7. For radiological incidents: <ol style="list-style-type: none"> <li>a. Determine level of radiological contaminant, level of injury, and treatment needed.</li> <li>b. Notify hospital or medical services to institute procedures for handling radioactively contaminated patients.</li> <li>c. Remain at patient delivery site until RSO surveys the ambulance for possible contamination.</li> </ol> </li> </ol>

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>S&amp;MA</b>	<ol style="list-style-type: none"> <li>1. Contact IC and obtain directions for safe approach and dispatch affiliate to scene, with instructions to notify IC and DEMD upon arrival.</li> <li>2. Contact Building Managers/Assistants as requested or appropriate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assure the actions are taken to control the scene protect personnel, property, and essential evidence.</li> <li>2. As requested, assess ongoing risks and advise EMD or IC as to adequacy of hazard control measures; provide in-depth hazards analysis, fault tree analysis, or other systems safety analysis to assist hazard control decision making; assist identifying auxiliary technical expertise and relevant hazardous materials data, necessary to assess hazards and hazard controls.</li> <li>3. Determine mishap reportability, and notify Headquarters S&amp;MA, as appropriate.</li> <li>4. Determine and advise IC and EMD when adequate site safe condition is established.</li> <li>5. Determine MSFC on-scene photographer requirements and advise IC.</li> <li>6. Assist evaluating affected facility with IC, EED, and OMEHS for safe occupancy and notify DEMD.</li> </ol>
<b>Group Lead, Operations &amp; Maintenance Group</b>		<ol style="list-style-type: none"> <li>1. Provide support to IC for containment and cleanup operations.</li> </ol>
<b>Manager, PSD</b>		<ol style="list-style-type: none"> <li>1. Coordinate MSFC and other security support as directed by the IC.</li> </ol>
<b>Building Managers/ Assistants</b>	<ol style="list-style-type: none"> <li>1. Contact Area Manager as requested or appropriate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist building or area evacuation.</li> <li>2. Assist emergency personnel to secure facility systems, and advise type and location of hazardous materials</li> <li>3. Assist accountability for all facility occupants.</li> </ol>
<b>RSO</b>	<ol style="list-style-type: none"> <li>1. Notify PSD.</li> </ol>	<ol style="list-style-type: none"> <li>1. Control and confine all equipment or material at scene as contaminated until checked.</li> <li>2. Ensure traffic is kept to minimum to prevent spread of contamination, such as unwitting dispersal by tracking.</li> <li>3. Assist OMEHS decontaminate and treat injured at scene.</li> <li>4. Survey ambulance exterior at scene, but permit departure when patient condition warrants.</li> <li>5. Notify medical services and hospital, of patient contamination amount and type, and precautions to be observed.</li> <li>6. Perform radiological survey of site and determine when work areas are safe to reenter.</li> <li>7. Check ambulance at patient delivery site for radiological contamination.</li> </ol>
<b>MSFC Personnel</b>	<ol style="list-style-type: none"> <li>1. For radiological incident, call 911. Also report the incident to OMEHS RSO and follow instructions provided.</li> <li>2. For unexploded ordnance, evacuate the area and report the incident 911.</li> </ol>	<ol style="list-style-type: none"> <li>1. Notify all affected personnel to evacuate the area and prevent personnel from entering the area.</li> <li>2. For radiological incidents: <ol style="list-style-type: none"> <li>a. Safety permitting, close all windows, doors, ventilation openings, and deactivate all air movement systems and seal all openings with tape to prevent release of powdered or gaseous radioactive materials.</li> <li>b. Assure medical personnel are notified that injured could be radiologically contaminated.</li> <li>c. Injured shall be transported only by ambulance.</li> <li>d. Prevent unqualified personnel from attempting to effect mitigation.</li> </ol> </li> </ol>
<b>PAO</b>		<ol style="list-style-type: none"> <li>1. Set up briefing area and notify media of its location and PSD perimeter compliance requirements.</li> <li>2. Collect and coordinate release of information to public media.</li> </ol>



## ENVIRONMENTAL HAZMAT/RADIOLOGICAL/UNEXPLODED ORDNANCE NORMAL AND AFTER-DUTY HOURS, COMMUNICATION FLOW



## Air Pollution Normal-Duty and After-Duty Hours

**DEFINITIONS:** This Plan provides expeditious and systematic courses of action to minimize the effects of Air Pollution incidents on Center personnel and facilities.

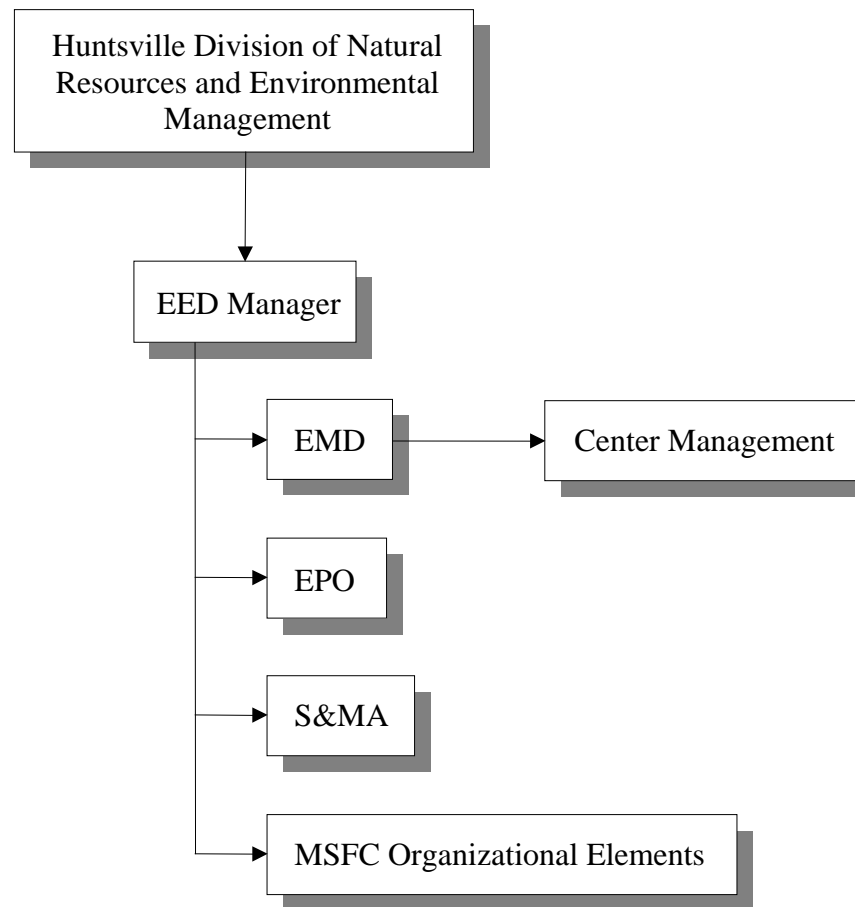
**Air pollution:** The presence in the atmosphere of any contaminant, solid, liquid, or gaseous matter, odor, or combination in such quantities as to be injurious to human health or welfare, animal or plant life, or property.

- AUTHORITY:**
1. NPD 8710.1.
  2. Clean Air Act, PL 95-190 Sec. 118 - Federal Facilities.
  3. 40 CFR-50 - National Primary and Secondary Ambient Air Quality Standards.
  4. Alabama Department of Environmental Management Administrative Code, Chapter 335-3-2.

**PROCEDURE:** Huntsville Division Of Natural Resources and Environmental Management notifies Director, EED, MSFC, that an air pollution episode exists, and also when an air pollution episode is terminated. Responders shall perform the following procedure.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>EED</b>	<ol style="list-style-type: none"><li>1. Notify EMD, EPO, and S&amp;MA when alerts are issued.</li><li>2. Notify MSFC organizational elements of emission reduction requirements.</li><li>3. Inform Huntsville Division of Natural Resources and Environmental Management of emission reduction control actions taken.</li></ol>	<ol style="list-style-type: none"><li>1. Assess operating conditions and make recommendations for actions to be taken by the EMD.</li><li>2. Monitor Center operations to assure compliance with emission reduction requirements.</li></ol>
<b>EMD</b>	<ol style="list-style-type: none"><li>1. Keep Center management advised of actions to be taken and status of situation.</li></ol>	<ol style="list-style-type: none"><li>1. Determine actions to be taken and advise the appropriate organizational elements.</li><li>2. Establish authorized use of Government vehicles and aircraft (excluding those needed for medical, security, or fire prevention) when the episode is at the emergency level.</li></ol>
<b>S&amp;MA</b>		<ol style="list-style-type: none"><li>1. From records of burning permits issued, identify significant smoke generation sites to the EED.</li><li>2. Coordinate with EED and OMEHS and notify employees of safety/health hazards as necessary.</li><li>3. Determine MSFC on-scene photographer requirements and advise IC.</li></ol>
<b>MSFC Organizational Elements</b>		<ol style="list-style-type: none"><li>1. Comply with emission reduction requirements appropriate for the air pollution episode and the level specified, as directed by EED.</li></ol>
<b>OMEHS</b>		<ol style="list-style-type: none"><li>1. Provide medical services as appropriate.</li></ol>

**AIR POLLUTION**  
**NORMAL AND AFTER-DUTY HOURS, COMMUNICATION FLOW**



## Civil Disturbance Normal-Duty and After-Duty Hours

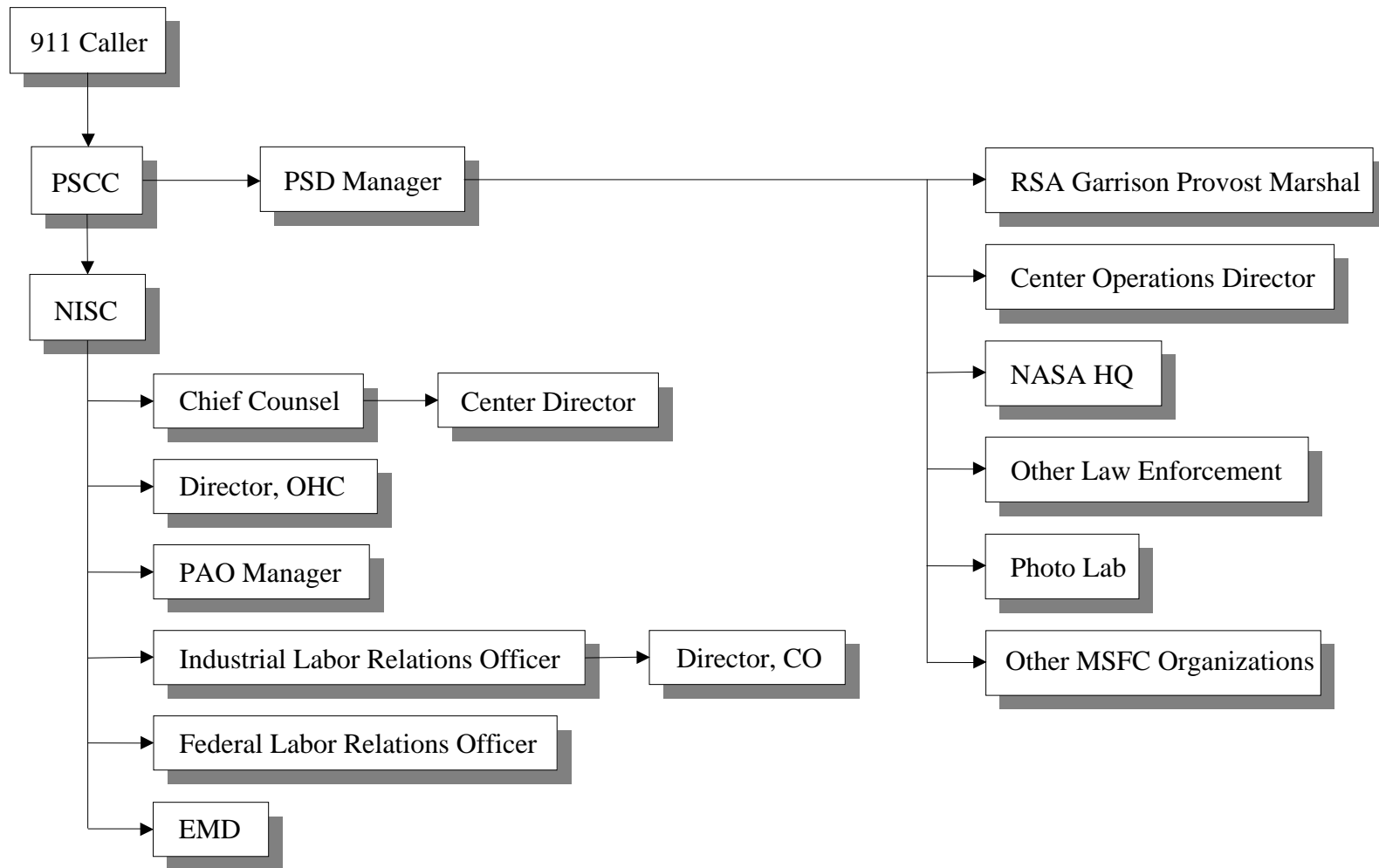
**DEFINITIONS:** This Plan provides expeditious and systematic courses of action to minimize the effects of Civil Disturbance incidents on Center personnel and facilities.

**Civil Disturbance:** An unauthorized assembly on MSFC property which interferes with or threatens to disrupt Center operations.

**PROCEDURE:** Personnel shall call 911 when a civil disturbance appears to be a possibility or is in progress. Responders shall perform the following procedure.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>PSCC</b>	1. Notify NISC and Manager, PSD.	1. Record the message.
<b>NISC</b>	1. Notify Chief Counsel; Director, OHC; Manager, PAO; Industrial Labor Relations Officer; Federal Labor Relations Officer; and EMD.	1. Provide communications support, as necessary.
<b>Manager, PSD</b>	1. Notify Director, CO and alert other MSFC organizations whose assistance is needed. 2. Report to the scene.	1. The Manager, PSD; or designated alternate shall establish and assume IC duties. 2. Coordinate incident response and keep Center Operations and other Center Management officials informed as necessary. 3. Coordinate joint efforts with MSFC Protective Services, Redstone Arsenal Provost Marshal, and any outside law enforcement or other emergency operating agencies. 4. Provide crowd control as appropriate. 5. Determine MSFC on-scene photographer requirements. 6. Notify NASA Headquarters when appropriate.
<b>Chief Counsel</b>	1. Notify Center Director and others as appropriate.	1. Proceed to the area and ascertain the problem. 2. If appropriate, hold brief discussions with the parties involved, and establish requirements for further discussions with the Center Director. 3. Report results of the meeting to Center Director and other Center officials, as appropriate. 4. Support the Center Director as legal advisor.
<b>PAO</b>		1. Coordinate news releases with IC.
<b>Industrial Labor Relations Officer</b>	1. Proceed to the disturbance site. 2. Keep Director, CO, advised.	1. After discussions with IC, hold additional discussions as necessary when employee-management problems are involved.
<b>Center Director</b>	1. Meet with Chief Counsel.	1. Approve meetings, including required times and locations, between the involved parties and Center Director. 2. If no delegates are designated, notify the Manager, PSD, to take action to disperse the crowd.
<b>PAT</b>	1. Team members report to PAT Lead.	1. Respond as requested by the EMD and follow Personnel Accountability Team Emergency Response procedures, (Section 15).

**CIVIL DISTURBANCE**  
**NORMAL AND AFTER-DUTY HOURS, COMMUNICATION FLOW**



## Workplace Violence Normal-Duty and After-Duty Hours

**DEFINITIONS:** This Plan provides expeditious and systematic courses of action to minimize the effects of Workplace Violence incidents on Center personnel and facilities.

**Workplace Violence:** Conduct within the workplace that can cause or causes individuals to believe themselves threatened by impending bodily injury or death, or to believe that property is to be damaged or destroyed.

**Unlawful Violence:** Any incident of assault, battery, stalking, or the possession or use of a weapon in the workplace.

**Threat of Violence:** A statement or “course of conduct” which causes or could cause a person to believe that he/she is under threat of bodily injury or death.

**Course of Conduct:** A pattern of behavior comprised of a series of acts over a period of time, however short, evidencing continuity of purpose. Such course of conduct can include:

1. Following or stalking an employee or other person to or from the place of work.
2. Unwanted entry into the work area or following another at the place of employment.
3. Unwanted telephone calls or correspondence to another, including but not limited to the use of public or private mails, interoffice mail, fax, or computer e-mail.

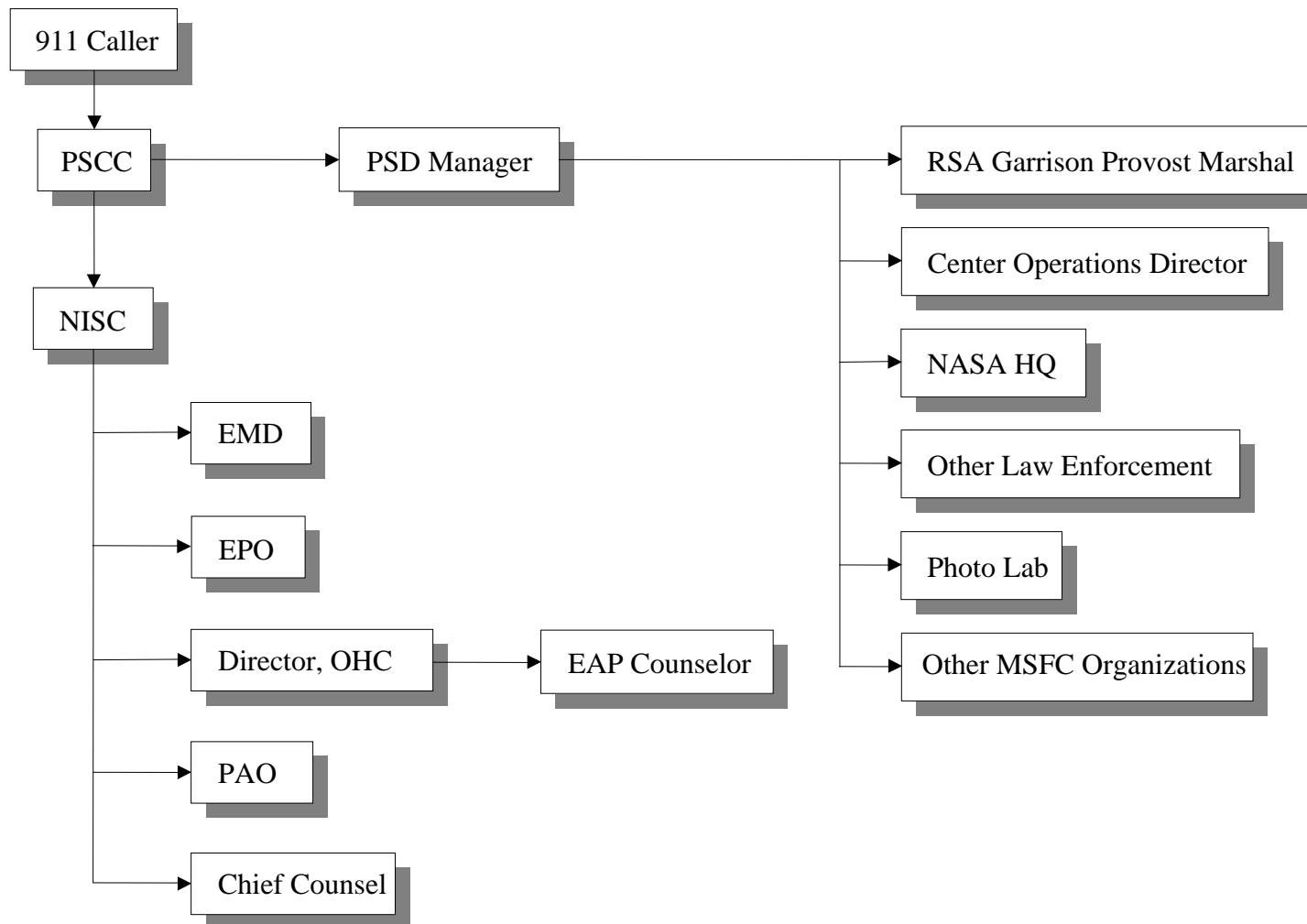
**Higher Level Authority:** Appropriate authority capable of proper impartial evaluation of reported workplace violence, such as immediate supervisor, higher level of management, PSD, OHC, or 911.

**PROCEDURE:** Personnel who witness violent or destructive incidents, observe armed individuals in the workplace, or who believe a direct or immediate threat exists for individuals or property shall immediately call 911 to report the situation. Responders shall perform the following procedure.

Responder	Notifications/Activations/Activities	Steps/Actions Taken
Managers/ Supervisors	1. Report promptly all threats, whether verbal, physical, or both, to higher level authority for evaluation and determination of appropriate course of action.	1. Be alert to undesirable or unexplainable changes in behavior. 2. Document all evidence based upon a thorough investigation of all actionable behavior. 3. Instruct employees on reporting threatening incidents.
Employees	1. Promptly report all threats, violent acts, harassment, bizarre behavior, and any other behavior which is out of character for the employee concerned and which causes concern or uneasiness, to higher level authority for evaluation and determination of appropriate course of action.	
PSCC	1. Notify the Manager, PSD, and NISC.	1. Record the message.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>Manager, PSD</b>	1. Notify Director, CO and alert other MSFC organizations whose assistance is needed.	1. The Manager, PSD; or designated alternate shall establish and assume IC duties. 2. Coordinate incident response and keep Center Operations and other Center Management officials informed as necessary. 3. Coordinate joint efforts with MSFC Protective Services, Redstone Arsenal Provost Marshal, and any outside law enforcement or other emergency operating agencies. 4. Determine MSFC on-scene photographer requirements. 5. Notify NASA Headquarters when appropriate.
<b>NISC</b>	1. Notify EMD; EPO; Director, OHC; PAO; and Chief Counsel.	
<b>Security Officers</b>	1. When necessary, respond to the scene with appropriate uniformed personnel and assess and contain the incident. 2. Warn personnel who could be endangered by a developing emergency and conduct evacuation and rescue operations as needed.	1. Secure the scene and provide for vehicle and crowd control. 2. Conduct follow-up investigations, collect statements and other evidence, and assist collecting, evaluating, and reporting damage information as directed by IC.
<b>OMEHS</b>	1. Dispatch ambulance crew to incident scene when requested.	1. Provide emergency medical care, as appropriate.
<b>PAO</b>		1. Collect and coordinate with IC, release of information to public media concerning emergency incidents, and serve as intermediary between MSFC and civic news media.
<b>Director, OHC/ Alternate</b>	1. Report to incident scene when requested by IC. 2. Notify employees who are the target of a specific threat of bodily injury or death. 3. Arrange for the notification of families as necessary.	1. Provide guidance and assistance for personnel issues related to the incident. 2. Provide survivor counseling for insurance and death benefits as necessary. 3. Provide EAP Counselor when requested and EAP services at the scene as necessary, including counseling, critical incident stress debriefings, and referrals to appropriate community resources. 4. In conjunction with PSD personnel, prepare case management file containing statements of witnesses and other evidence needed to support or effect any appropriate or necessary personnel actions.
<b>Chief Counsel</b>		1. Provide legal advice to the IC, upon request.
<b>PAT</b>	1. Team members report to PAT Lead.	1. Respond as requested by the EMD and follow Personnel Accountability Team Emergency Response procedures, (Section 15).

**WORKPLACE VIOLENCE**  
**NORMAL AND AFTER-DUTY HOURS, COMMUNICATION FLOW**





**Bomb Threat/Suspicious Package**  
**Normal-Duty Hours (8:00 A.M. - 4:30 P.M., Monday through Friday, excluding Holidays)**

**DEFINITIONS:** This Plan provides expeditious and systematic courses of action to protect Center personnel and facilities from the threat of bombs or suspicious packages that are discovered on or alleged to have been placed upon MSFC property.

**Bomb Threat:** A communication, either written or oral, received by Center personnel which indicates that a bomb has been placed on MSFC property. The threat could include the specific location and time of detonation. This situation presents a potential danger to life and property.

**Suspicious Package:** Any type of package, box, briefcase, etc., reported by an employee as not belonging to any individual in the area or as being in an unusual or out-of-the-way location, or a package received by an employee, possibly unexpectedly, or from an unknown source such as mail with no return address.

**Response Team:** Membership consists of designated Protective Services Department personnel.

**Bomb Threat Response Conditions:**

**Condition I:** Bomb search is conducted prior to evacuation.

**Condition II:** Evacuate occupants before, concurrent with, or without bomb search.

**Evacuation Authority:** The Center Director/Deputy; Associate Director; Director, Engineering; Director/Deputy, CO; have key authority to order building or area evacuations when necessary. The EMD, EPO, or Manager, PSD also have authority to order building/area evacuation when key personnel are not available, or time is critical.

**PROCEDURE:** Personnel who receive a bomb threat or notice a suspicious package shall call 911 immediately. A bomb threat could be received in writing or by telephone. When a threat is received by telephone, the recipient shall attempt to obtain as much information as possible, i.e., which building or where the device is located and what time it is set to activate. The message shall be written down verbatim, including the time the message was received. If necessary, personnel shall evacuate to designated assembly areas as indicated on Emergency/Evacuation Plans posted within MSFC Facilities or as directed by emergency personnel. Responders shall perform the following procedure.

<b>Responder</b>	<b>Call Reception/Notifications/Activations</b>	<b>Evacuations</b>	<b>Searches/Demolition / Reports</b>
<b>MSFC Personnel</b>	<ol style="list-style-type: none"><li>1. If you see a package, box, briefcase, etc., which does not belong to any individual in your organization or which is located in an unusual or out-of-the-way location, call 911 and report the information. Do not attempt to move or open the package.</li><li>2. Do <b>NOT</b> use radios or cellular phones near the area of the suspect package.</li></ol>	<ol style="list-style-type: none"><li>1. When necessary, evacuate to designated assembly areas.</li></ol>	
<b>PSCC</b>	<ol style="list-style-type: none"><li>1. Record bomb threat message as reported.</li><li>2. Notify RSA FESD; Manager, PSD; and NISC.</li><li>3. Dispatch security officers to the affected building/area.</li><li>4. Establish perimeter security and provide assistance to the response team as directed by Response Team Lead.</li><li>5. Instruct team <b>NOT</b> to use radios or cellular phones in or near building, and <b>NOT</b> to activate fire alarm system.</li></ol>		

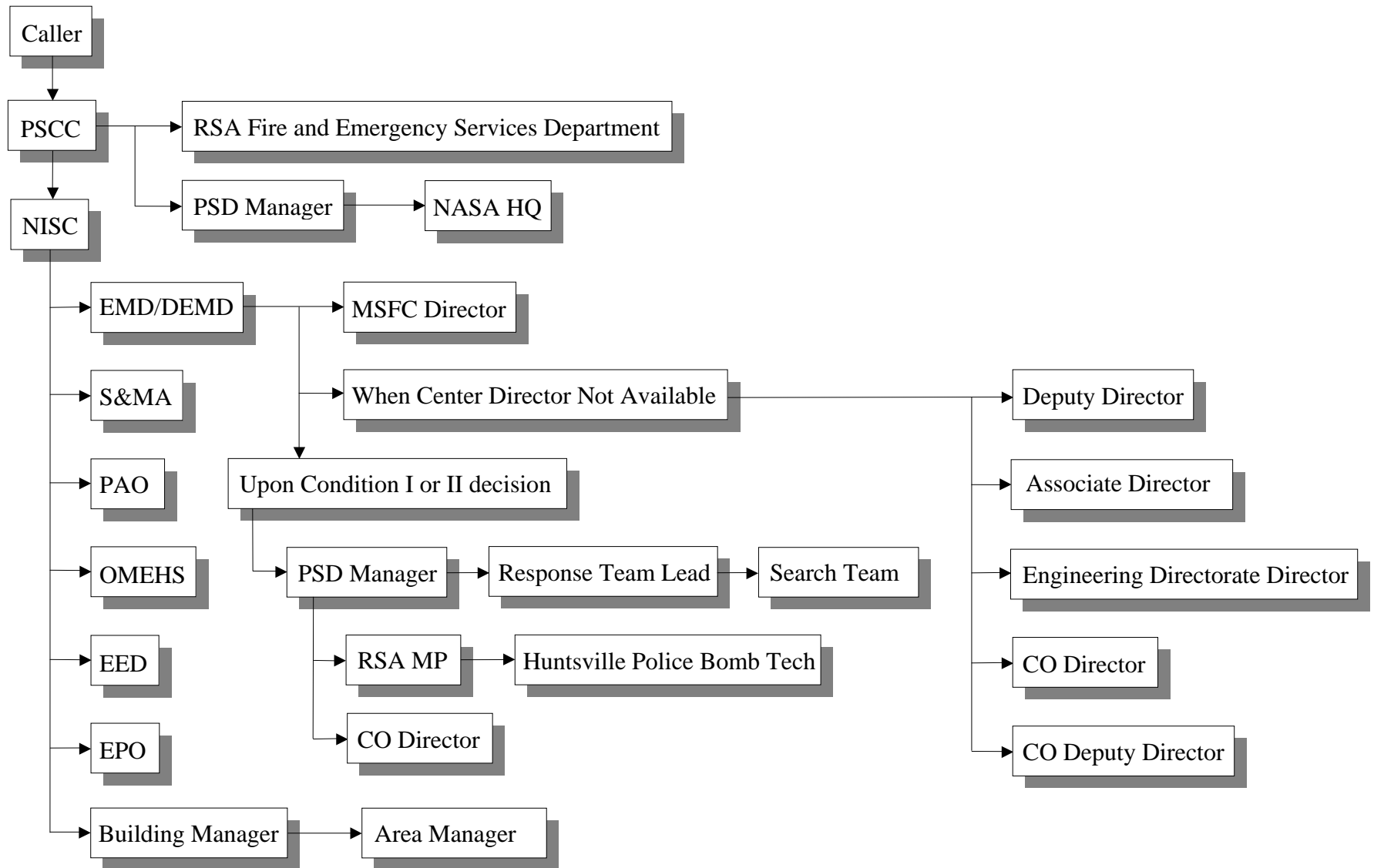
<b>Responder</b>	<b>Call Reception/Notifications/Activations</b>	<b>Evacuations</b>	<b>Searches/Demolition / Reports</b>
<b>NISC</b>	<ol style="list-style-type: none"> <li>1. Notify PSCC unless notified by them.</li> <li>2. Relay message to EMD/DEMD and EPO.</li> <li>3. Notify S&amp;MA, PAO, OMEHS, EED, and Building Manager.</li> </ol>		
<b>EMD</b>	<ol style="list-style-type: none"> <li>1. Notify Center Director and determine appropriate response activity, <b>Condition I</b> or <b>Condition II</b>.</li> <li>2. Report to EOC, time permitting, and direct EOC operations.</li> <li>3. Implement <b>Condition</b> alert.</li> <li>4. Inform Manager, PSD, of <b>Condition</b> response activity to implement.</li> </ol>	<ol style="list-style-type: none"> <li>1. Make EWS-zone announcement to evacuate building, or have response team conduct search dependent upon <b>Condition I or II</b>, or as necessary.</li> </ol>	<ol style="list-style-type: none"> <li>1. Inform Center management of search results.</li> <li>2. Notify employees to return to work if building is found to be safe by S&amp;MA.</li> </ol>
<b>EPO</b>	<ol style="list-style-type: none"> <li>1. Assist EMD, as necessary.</li> </ol>	<ol style="list-style-type: none"> <li>1. Make EWS-zone announcement to evacuate building when requested.</li> </ol>	
<b>Manager, PSD</b>	<ol style="list-style-type: none"> <li>1. Assume on-scene Incident Commander duties and direct Response Team.</li> <li>2. Notify Response Team Lead to report to affected building and of response <b>Condition</b> and type of evacuation that is to be implemented.</li> <li>3. Alert RSA Military Police of threat and situation.</li> <li>4. Notify Director, CO.</li> <li>5. Notify NASA Headquarters when appropriate.</li> </ol>		<ol style="list-style-type: none"> <li>1. Interview bomb threat call recipient and complete the "Bomb Threat Instructions" form.</li> <li>2. Fill out "Bomb Threat Evaluation Checklist."</li> <li>3. Update EMD with interview and checklist results.</li> <li>4. Notify EMD immediately if explosive or suspicious device is found.</li> <li>5. If suspicious object is found, request RSA MP seek assistance from Huntsville Police Bomb Tech as appropriate.</li> <li>6. Determine MSFC on-scene photographer requirements.</li> </ol>
<b>Response Team Lead</b>	<ol style="list-style-type: none"> <li>1. Notify response team members to assemble.</li> <li>2. Report to affected building.</li> <li>3. Do <b>NOT</b> use radios or cellular phones in or near affected building.</li> </ol>	<ol style="list-style-type: none"> <li>1. As directed or necessary, call EOC and request an EWS-zone announcement be made to evacuate affected building.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide instructions to team and instruct team <b>NOT</b> to use radios or cellular phones in or near affected building.</li> <li>2. Direct a preliminary search of interior areas readily accessible to the public such as hallways, utility closets, lobbies, etc. Report findings to IC (Manager, PSD).</li> <li>3. Request assistance from Civil Servant familiar with area as necessary.</li> </ol>

<b>Responder</b>	<b>Call Reception/Notifications/Activations</b>	<b>Evacuations</b>	<b>Searches/Demolition/Reports</b>
<b>Response Team Members</b>	1. Report to Response Team Lead at affected building. 2. Do <b>NOT</b> use radios or cellular phones in or near affected building.		1. Receive instructions from response team leader and prevent unauthorized personnel from entering building. 2. Conduct a preliminary search of interior areas readily accessible to the public such as hallways, utility closets, lobbies, etc. 3. Provide other support, as necessary, and report findings to response team leader.
<b>Security Officers</b>	1. Report to IC at affected building. 2. Do <b>NOT</b> use radios or cellular phones in or near affected building.		1. Receive IC instructions and prevent unauthorized personnel from entering building. 2. Conduct a preliminary search of the outside perimeter area for suspicious objects. 3. Provide other support, as necessary, and report findings to IC (Manager, PSD).
<b>S&amp;MA</b>	1. Do <b>NOT</b> use radios or cellular phones in or near affected building.	1. Assist with building/area evacuation.	1. Assist with safety-related matters. 2. Evaluate affected facility with IC for safe occupancy and notify EMD/DEMD.
<b>PAO</b>	1. Collect and coordinate release of information to public media.		
<b>Building Managers/ Assistants</b>	1. Do <b>NOT</b> use radios or cellular phones in or near affected building. 2. Contact Area Manager as requested or appropriate.	1. Assist with building/area evacuation.	1. Provide specific building or area information to IC and assist with preliminary search when practical.

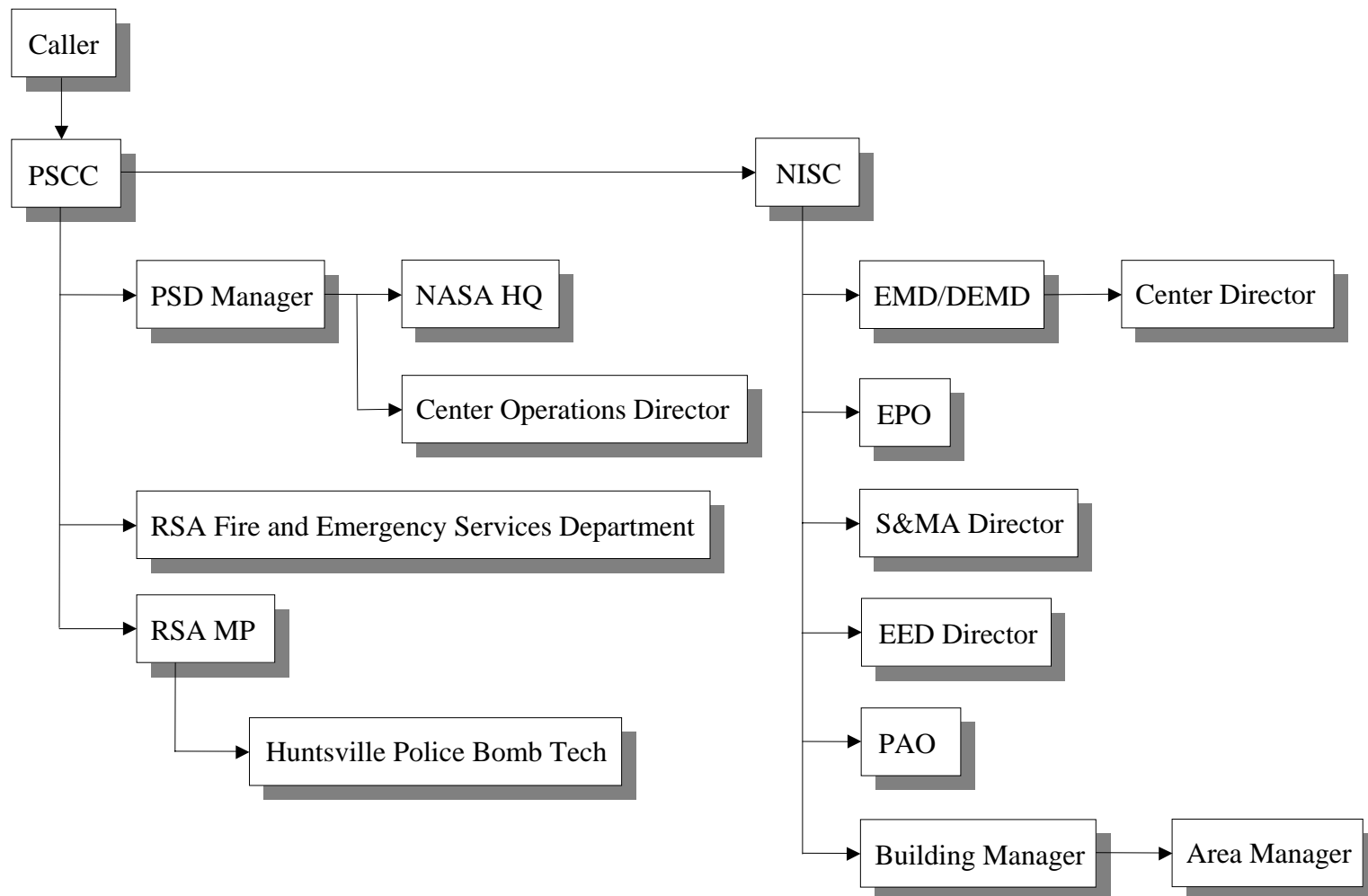
**Bomb Threat/Suspicious Package**  
**After-Duty Hours (4:30 p.m. - 8:00 a.m., Monday through Friday, and on Weekends and Holidays)**

<b>Responder</b>	<b>Call Reception/Notifications/Activations</b>	<b>Evacuations</b>	<b>Searches/Demolition / Reports</b>
<b>PSCC</b>	1. Record bomb threat message as reported. 2. Relay message to NISC & Manager, PSD. 3. Notify RSA FESD and other personnel per internal operating procedures.		1. Dispatch security officers to reported bomb threat location. 2. Instruct Team <b>NOT</b> to use radios or cellular phones in or near affected building. 3. Notify EMD immediately if explosive or suspicious device is found. 4. If suspicious object is found, request RSA MP seek assistance from Huntsville Police Bomb Tech as appropriate.
<b>NISC</b>	1. Notify PSCC unless notified by them. 2. Notify EMD/DEMD; EPO; Director, S&MA; PAO; Director, EED; and Building Manager.		
<b>EMD</b>	1. Notify Center Director.		
<b>Security Officers</b>		1. Request NISC make EWS-zone announcement to evacuate building or area. 2. Barricade and prohibit personnel from entry until search is complete.	1. Report to affected building. 2. Do <b>NOT</b> use radios or cellular phones in or near affected building. 3. Conduct a preliminary search of affected building exterior/interior
<b>Manager, PSD</b>	1. Notify Director, CO. 2. Notify NASA Headquarters when appropriate. 3. Alert RSA Military Police of threat and situation.		
<b>PAO</b>	1. Collect and coordinate release of information to public media.		
<b>Building Managers/ Assistants</b>	1. Do <b>NOT</b> use radios or cellular phones in or near affected building. 2. Contact Area Manager as requested or appropriate.	1. Assist with building/area evacuation.	

**BOMB THREAT/SUSPICIOUS PACKAGE**  
**NORMAL-DUTY HOURS, COMMUNICATION FLOW**



**BOMB THREAT/SUSPICIOUS PACKAGE**  
**AFTER-DUTY HOURS, COMMUNICATION FLOW**



## Emergencies/Conditions Affecting MSFC Operating Hours

### Normal-Duty Hours (8 A.M. - 4:30 P.M., Monday through Friday, excluding Holidays)

**DEFINITIONS:** This Plan provides expeditious and systematic courses of action to minimize the effects of Emergency Conditions or Incidents on Center personnel and facilities.

**Emergencies/Conditions Affecting MSFC Operating Hours:** Situations that could alter the normal operating hours of MSFC.

**PROCEDURE:** NISC or Protective Services receive report of conditions potentially affecting MSFC operating hours. Responders shall perform the following procedure and take actions to prevent personal injury and protect Government property.

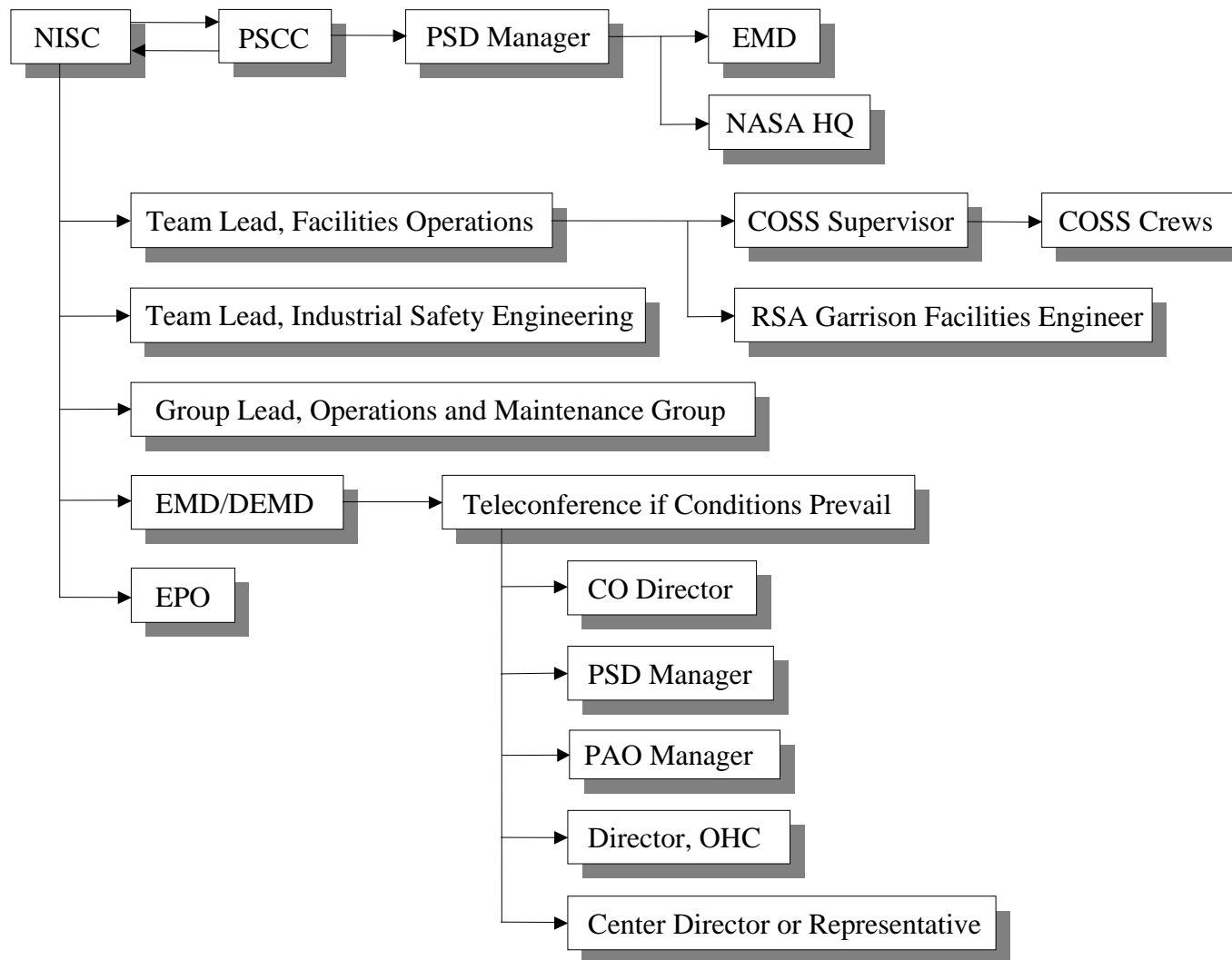
<b>Responder</b>	<b>Notifications/Activations/Activities</b>
<b>PSCC</b>	<ol style="list-style-type: none"> <li>1. Unless notification received from them, report conditions to NISC and provide updates as available.</li> <li>2. Update Manager, PSD, as appropriate.</li> </ol>
<b>NISC</b>	<ol style="list-style-type: none"> <li>1. Unless notification received from them, notify PSCC and prepare to receive reports.</li> <li>2. Notify Team Lead, Facilities Operations; Group Lead, Operations and Maintenance Group; Team Lead, Industrial Safety Engineering; EMD/DEMD; and EPO.</li> <li>3. Keep EMD informed of conditions and initiate teleconference when requested by EMD.</li> <li>4. Advise other Center officials as directed by the EMD.</li> <li>5. Update 4-HELP, Marshall Announcements, as directed by EMD/DEMD.</li> </ol>
<b>Manager, PSD</b>	<ol style="list-style-type: none"> <li>1. Survey conditions to obtain latest situation data for MSFC and Redstone Arsenal and include the surrounding city and county if involved. Provide information to the EMD.</li> <li>2. Notify NASA Headquarters when appropriate.</li> </ol>
<b>Team Lead, Facilities Operations</b>	<ol style="list-style-type: none"> <li>1. Keep EMD informed of operability of all Center buildings and utility systems.</li> <li>2. Notify supervisor, COSS, to assemble appropriate crews.</li> <li>3. Keep EMD informed of response progress and coordinate assistance requirements with RSA Garrison Facilities Engineer.</li> <li>4. Keep Group Lead, Operations and Maintenance Group, informed of all developments.</li> </ol>
<b>Group Lead, Operations &amp; Maintenance Group</b>	<ol style="list-style-type: none"> <li>1. Be informed of situation and perform Facilities Operations Team Lead duties when necessary.</li> </ol>
<b>EPO</b>	<ol style="list-style-type: none"> <li>1. Activate the EOC as appropriate and applicable, or as directed by the EMD.</li> <li>2. Verify NISC and EMD notification.</li> <li>3. Make EWS announcements as appropriate or directed by the EMD.</li> </ol>
<b>EMD</b>	<ol style="list-style-type: none"> <li>1. Notify Team Lead, Facilities Operations, to initiate remedial actions when conditions warrant.</li> <li>2. Direct Team Lead, Facilities Operations, to respond to critical activity areas and report work progress to Director, CO. Initiate teleconference with Director, CO; Manager, PSD; Director, OHC; Manager, PAO; and Center Director or Representative, if conditions prevail.</li> <li>3. Announce altered Center operating hours over the EWS, as directed by the Center Director or Representative.</li> <li>4. Report to the EOC and assemble EOC Staff as necessary.</li> </ol>
<b>Center Director or Representative</b>	<ol style="list-style-type: none"> <li>1. Make decision on altering or maintaining MSFC hours of operation.</li> <li>2. When operating hours are altered, direct EMD to have EWS announcement made, and Director, OHC to have administrative announcement made.</li> </ol>
<b>PAO</b>	<ol style="list-style-type: none"> <li>1. Notify area radio and TV stations if decision is made by Center Director or Representative to alter Center hours of operation.</li> </ol>

**Emergencies/Conditions Affecting MSFC Operating Hours**  
**After-Duty Hours (4:30 p.m. - 8:00 a.m., Monday through Friday, and on Weekends and Holidays)**

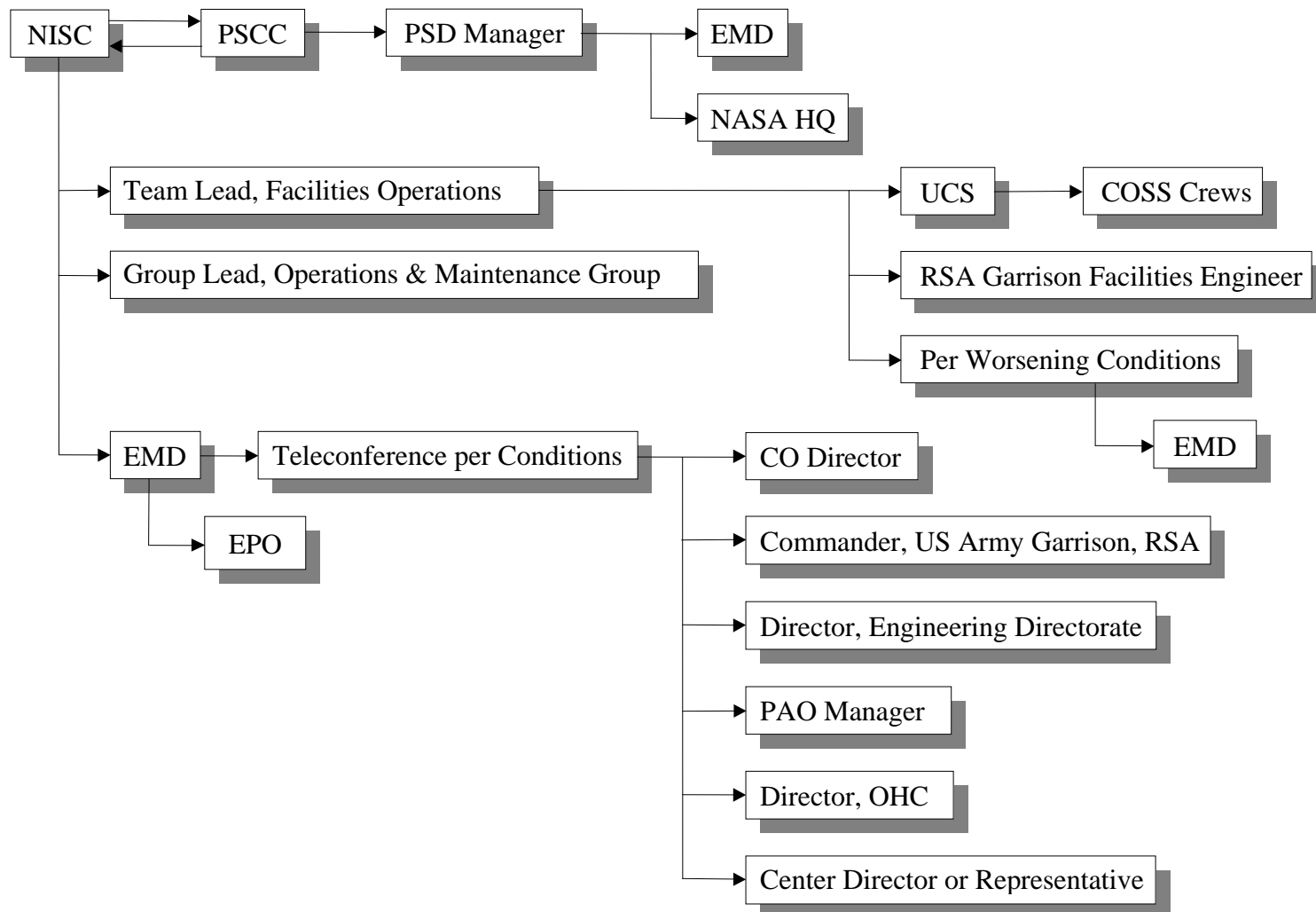
<b>Responder</b>	<b>Notifications/Activations/Activities</b>
<b>PSCC</b>	<ol style="list-style-type: none"> <li>1. Unless notification received from them, report conditions to NISC and provide updates as available.</li> <li>2. Update Manager, PSD, as appropriate.</li> </ol>
<b>NISC</b>	<ol style="list-style-type: none"> <li>1. Unless notification received from them, notify PSCC.</li> <li>2. Notify Team Lead, Facilities Operations; Group Lead, Operations &amp; Maintenance Group; and EMD of conditions.</li> <li>3. Advise or initiate teleconference with Center management officials, as directed by the EMD.</li> <li>4. Update 4-HELP, Marshall Announcements, as directed by the EMD/DEMD.</li> </ol>
<b>Team Lead, Facilities Operations</b>	<ol style="list-style-type: none"> <li>1. When conditions warrant, request Utility Control System operator notify appropriate COSS crews to report to work.</li> <li>2. Coordinate assistance with RSA Garrison Facilities Engineer.</li> <li>3. Obtain latest situation report from IC or applicable Emergency Management Agency. When conditions are hazardous or expected to worsen, or are affecting all or a large part of MSFC/RSA, notify the EMD.</li> </ol>
<b>Group Lead, Operations and Maintenance Group</b>	<ol style="list-style-type: none"> <li>1. Be informed of situation and perform Facilities Operations Team Lead duties when necessary.</li> </ol>
<b>EMD</b>	<ol style="list-style-type: none"> <li>1. When conditions are hazardous or expected to worsen, or are affecting all or a large part of MSFC/RSA, initiate teleconference with Director, CO; Commander, US Army Garrison, RSA; Director, Engineering; Manager, PAO; Director, OHC; Center Director or Representative; and other Center officials, as appropriate. During the teleconference, advise the Center Director of conditions and work progress.</li> <li>2. Advise other Center officials through NISC, as necessary.</li> <li>3. Activate the EOC and assemble EOC Staff as necessary.</li> </ol>
<b>Manager, PSD</b>	<ol style="list-style-type: none"> <li>1. Survey conditions to obtain latest situation data for MSFC and Redstone Arsenal, and include the surrounding city and county if involved. Provide information to EMD.</li> <li>2. Notify NASA Headquarters when appropriate.</li> </ol>
<b>EPO</b>	<ol style="list-style-type: none"> <li>1. Activate the EOC as appropriate and applicable, or as directed by the EMD.</li> <li>2. Verify NISC and EMD notification.</li> <li>3. Make EWS announcements as appropriate or directed by the EMD.</li> </ol>
<b>Center Director or Representative</b>	<ol style="list-style-type: none"> <li>1. Determine when the Center shall open.</li> </ol>
<b>PAO</b>	<ol style="list-style-type: none"> <li>1. Notify area radio and TV stations if decision is made by Center Director or Representative to alter Center hours of operation.</li> </ol>



**EMERGENCIES/CONDITIONS AFFECTING MSFC OPERATING HOURS**  
**NORMAL-DUTY HOURS, COMMUNICATION FLOW**



**EMERGENCIES/CONDITIONS AFFECTING MSFC OPERATING HOURS**  
**AFTER-DUTY HOURS, COMMUNICATION FLOW**



## City Or Surrounding Area Emergency Normal-Duty and After-Duty Hours

**DEFINITIONS:** This Plan provides expeditious and systematic courses of action for MSFC to provide assistance to surrounding area communities during emergency situations.

**City or Surrounding Area Emergency:** The City of Huntsville or other surrounding area community experience an emergency situation (such as tornado damage, fire, flood, etc.) which requires seeking assistance from MSFC, in accordance with Memorandum Of Understandings to mutually provide emergency support in the form of construction equipment, portable generators, etc., and requires authorization for release of equipment from individual of **Authority**. (see below)

**Authority:** Individuals having authority to release MSFC equipment to off-Center communities during emergency situations are:

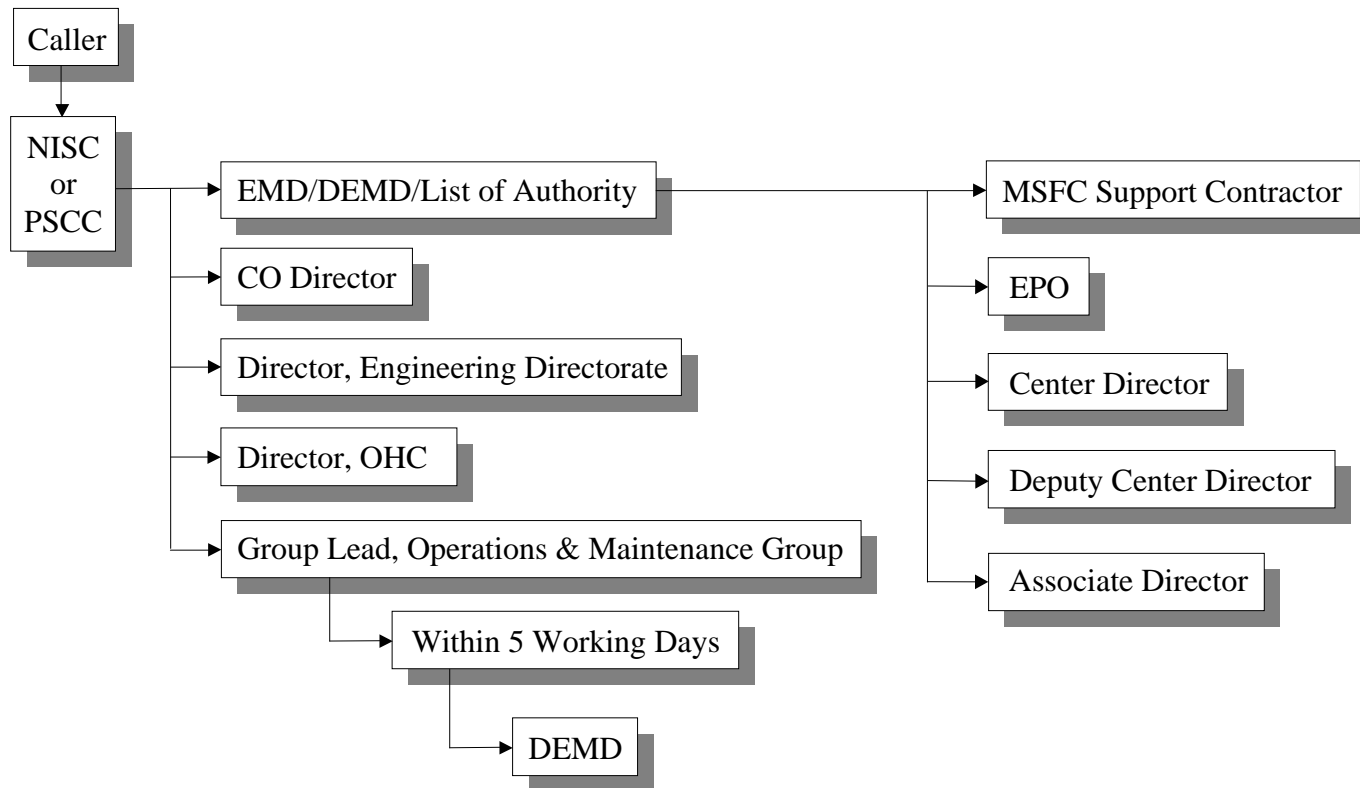
Center Director  
Deputy Center Director  
Associate Director  
Chief Financial Officer  
Emergency Management Director  
Deputy Emergency Management Director  
Director, Center Operations  
Director, Engineering Directorate  
Director, Office of Human Capital

**PROCEDURE:** Personnel who receive a request for assistance, shall route it to the EMD. Responders shall perform the following procedure.

Responder	Notifications/Activations/Activities	Steps/Actions Taken
NISC or PSCC	1. Notify the EMD/DEMD; Group Lead, Operations & Maintenance Group; Director, CO; Director, Engineering; and Director, OHC. When EMD or DEMD is not available, follow list of <b>Authority</b> .	1. Record what equipment is requested, where it is to be delivered, name of individual submitting request, name of individual who shall be accepting receipt of equipment, and any other pertinent data and notify EMD.
EMD	1. Notify EPO; Center Director/Alternate; and Associate Director. 2. Notify the COSS Program Manager/Designee, or other appropriate MSFC Support Contractor of requested equipment.	1. Ascertain equipment needed and where it is to be delivered. 2. Ascertain name of individual submitting request and name of individual who shall be accepting receipt of equipment, and any other pertinent data. 3. Notify Center management as appropriate.
Group Lead, Operations & Maintenance Group		1. Provide appropriate MSFC support contractor with list of equipment needed. 2. Within 5 working days, submit a list to the EMD of all equipment provided, the circumstances and expected duration of use.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>MSFC Support Contractor</b>		1. Make arrangements to have equipment assembled and transported to locations specified.
<b>COSS Program Manager</b>		1. Have equipment assembled and transported to the specified location as requested.

**CITY OR SURROUNDING AREA EMERGENCY**  
**NORMAL AND AFTER-DUTY HOURS, COMMUNICATION FLOW**



## Evacuation Normal-Duty and After-Duty Hours

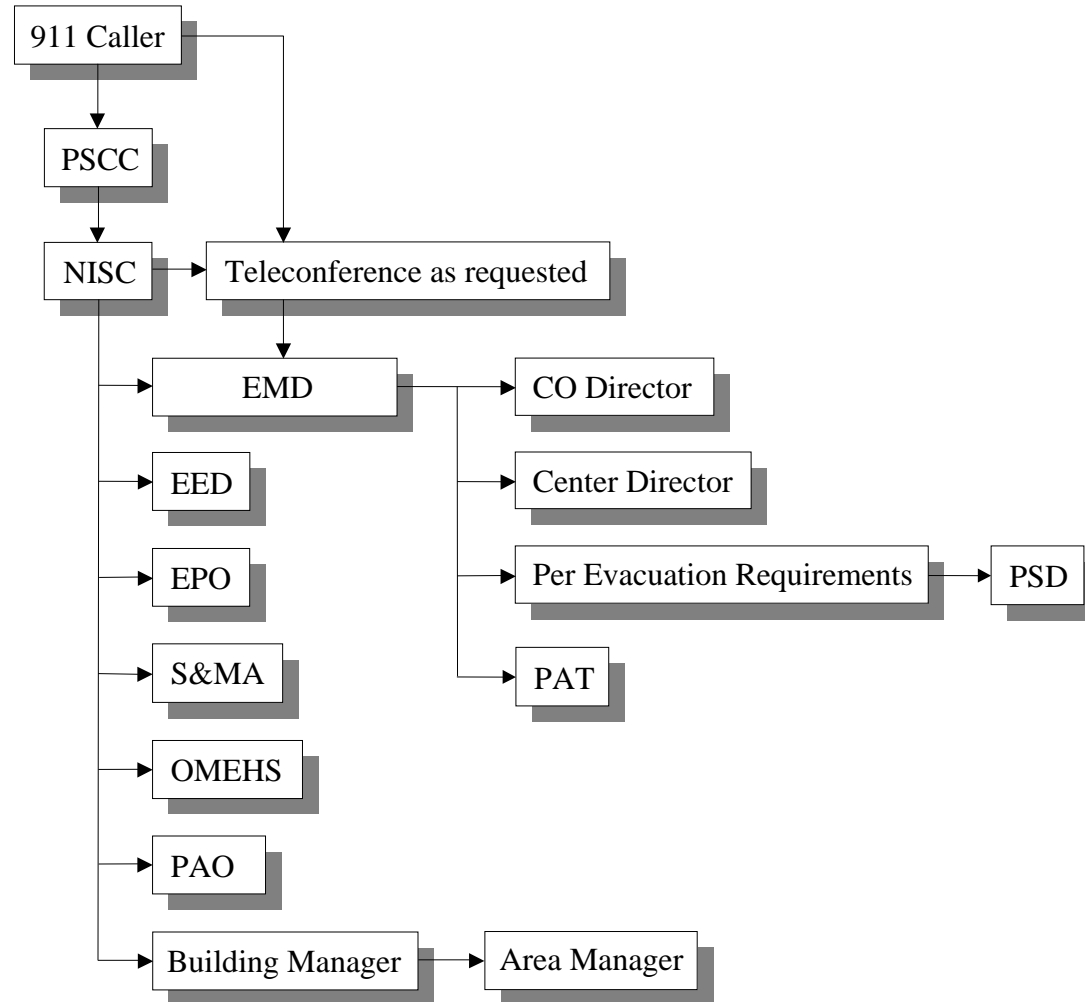
**DEFINITIONS:** This Plan provides expeditious and systematic courses of action to evacuate MSFC areas during emergency situations.

**Evacuation:** Small-scale, localized evacuation for part or all of MSFC as a result of a hazardous materials accident, major fire, or transportation accident. Mass evacuation from MSFC could be necessary in the event of an enemy attack.

**PROCEDURE:** Anyone detecting a situation that could endanger Center personnel shall immediately call 911 and report it. If necessary, personnel shall activate building fire alarm and evacuate to designated assembly areas as indicated on Emergency/Evacuation Plans posted within MSFC Facilities, or as directed by emergency personnel. Responders shall perform the following procedure.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>PSCC</b>	1. Notify NISC; and Manager, PSD.	1. Report the name and telephone number of the person reporting the emergency situation to NISC.
<b>NISC</b>	1. Establish teleconference with the caller reporting the emergency situation and the EMD as requested. 2. Notify EED, EPO, S&MA, OMEHS, PAO, and Building Manager.	1. Receive from PSSC, name and phone number of person reporting the emergency situation. 2. Update 4-HELP, Marshall Announcements, as directed by EMD.
<b>EMD</b>	1. Report to EOC, when appropriate. 2. Notify Director, CO; and Center Director; and keep them informed of situation. 3. Notify PSD if evacuation is necessary.	1. Ascertain Center personnel affected and obtain evacuation routes from PSD. 2. Direct overall operations including movement control, health and medical requirements, transportation needs, and evacuation shelters or reception areas. 3. Direct an EWS announcement be made to inform MSFC personnel of evacuation, as directed by the Center Director.
<b>Center Director</b>	1. Notify EMD of actions to take.	1. Determine course of actions to take.
<b>EED</b>	1. When environmentally related, contact IC and obtain directions for safe approach and report to the site.	1. Ascertain pertinent information relative to materials involved and magnitude of situation. 2. Advise and support the EMD to minimize the effects of the situation.
<b>EPO</b>		1. Act as liaison between the Center and other Federal, State, and Local agencies.
<b>Building Managers/ Assistants</b>	1. Contact Area Manager as requested or appropriate.	1. Assist building/area evacuation.
<b>Manager, PSD</b>		1. Designate evacuation route. 2. Coordinate evacuation and establish perimeters and provide traffic control and road blocks, as needed, on MSFC property.
<b>S&amp;MA</b>	1. Notify Building Managers/Assistants as appropriate.	1. Support any Center emergency activities as necessary. 2. Determine MSFC on-scene photographer requirements and advise IC.
<b>OMEHS</b>		1. Provide medical assistance to include coordinating, monitoring, and evacuation of injured.
<b>PAT</b>		1. Respond as requested by the EMD and follow Personnel Accountability Team Emergency Response procedures, (Section 15).
<b>PAO</b>		1. Set up briefing area & notify media of its location and PSD perimeter compliance requirements. 2. Collect and coordinate release of information to public media.

**EVACUATION**  
**NORMAL AND AFTER-DUTY HOURS, COMMUNICATION FLOW**



## Damage Assessment Team Normal-Duty and After-Duty Hours

**DEFINITIONS:** This Plan provides expeditious and systematic courses of action to determine the effects of damage to Center infrastructure.

**Damage Assessment Team:** Personnel who provide quick assessment of damage to MSFC infrastructure (including facilities) resulting from natural or other emergencies or disasters. (see below)

**Damage Assessment Team Principal Members:**

**DAT Lead:** Group Lead, Facilities Design Group, Facilities Engineering Department

**Members:** Facilities Engineering Department, including:

- Civil Engineer
- Mechanical Engineer
- Electrical Engineer
- Structural Engineer
- Architect
- Cost Engineer
- Pressurants and Propellants
- Maintenance Representative
- Engineering Directorate
- Integrated Customer Support Department, Space Utilization Office
- Office of Chief Financial Officer
- Safety & Mission Assurance
- Occupational Medicine and Environmental Health Services
- Environmental Engineering Department

**Safe condition:** The absence of any threat to personnel or property.

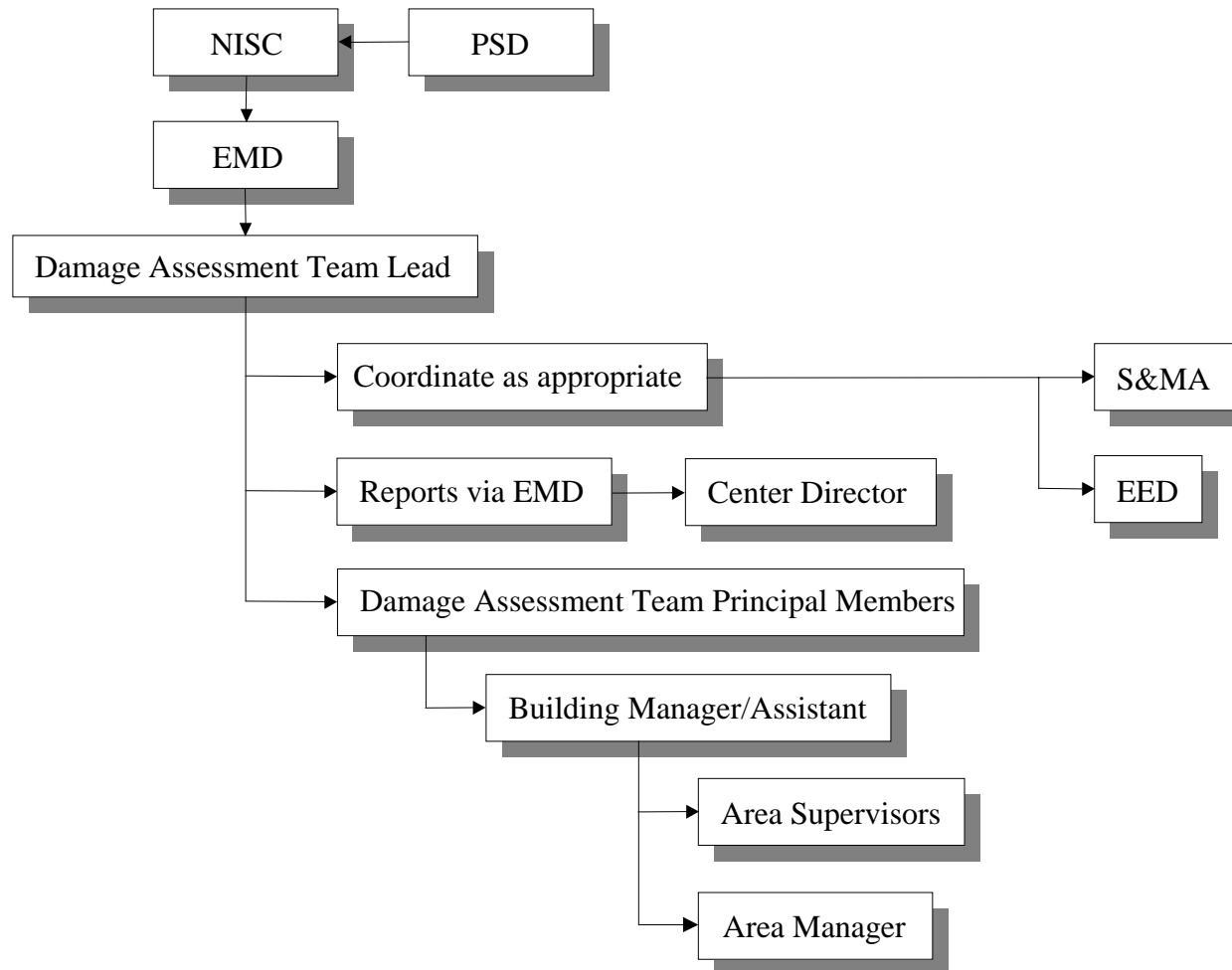
**PROCEDURE:** The EMD notifies the Damage Assessment Team to activate. Responders shall perform the following procedure.

Responder	Notifications/Activations/Activities	Steps/Actions Taken
NISC	1. Notify EMD of any MSFC damage from storm, fire, explosion, environmental, or other incident.	
EMD	1. Notify DAT Lead.	1. Assign Group Lead, Facilities Design Group, as DAT Lead.



<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>DAT Lead</b>	1. Notify team members when necessary and brief members describing the incident and current situation, and instruct members to <b>STANDBY</b> until site safe condition has been established at incident scene, per IC and/or S&MA, that allows team activation.	1. Upon site safe condition at scene, conduct quick-look assessment, coordinating with S&MA and/or EED as appropriate, and verbally report findings to EMD within 30 minutes. 2. Complete a comprehensive damage assessment within 48 hours, include cost and time to repair or replace. 3. Submit reports through EMD to Center Director, describing extent of damage, costs, repair or replacement costs, and timeframe. 4. Upon conference with S&MA, recommend closure of unsafe structures. 5. Determine and request any additional support as necessary.
<b>DAT Members</b>	1. Report to DAT Lead.	1. Standby or conduct damage assessment as directed by DAT Lead. 2. Contact appropriate Building Managers/Assistants for specific site related operations or mission support information, and inform DAT Lead as necessary. 3. Direct Building Managers/Assistants to contact area supervisory personnel as necessary for specific site related materials and equipment information, and inform DAT Lead as necessary.
<b>S&amp;MA Team Member</b>		1. Advise DAT Lead of any safety related aspects of assessment activities. 2. Determine MSFC on-scene photographer requirements and advise IC.
<b>Building Managers/ Assistants</b>	1. Contact area supervisor and Area Manager as requested or appropriate.	
<b>Office of Chief Financial Officer</b>		1. Provide support in identifying funding sources, when requested.

**DAMAGE ASSESSMENT TEAM**  
**NORMAL AND AFTER-DUTY HOURS, COMMUNICATION FLOW**



## Personnel Accountability Team Normal-Duty and After-Duty Hours

**DEFINITIONS:** This Plan provides expeditious and systematic courses of action to ascertain the welfare of Center personnel during emergency situations.

**Personnel Accountability Team:** Personnel who provide quick accountability of MSFC personnel and visiting guests. Accountability as appropriate shall include personnel who are traveling outside of the MSFC. (see below)

**Personnel Accountability Team Members:**

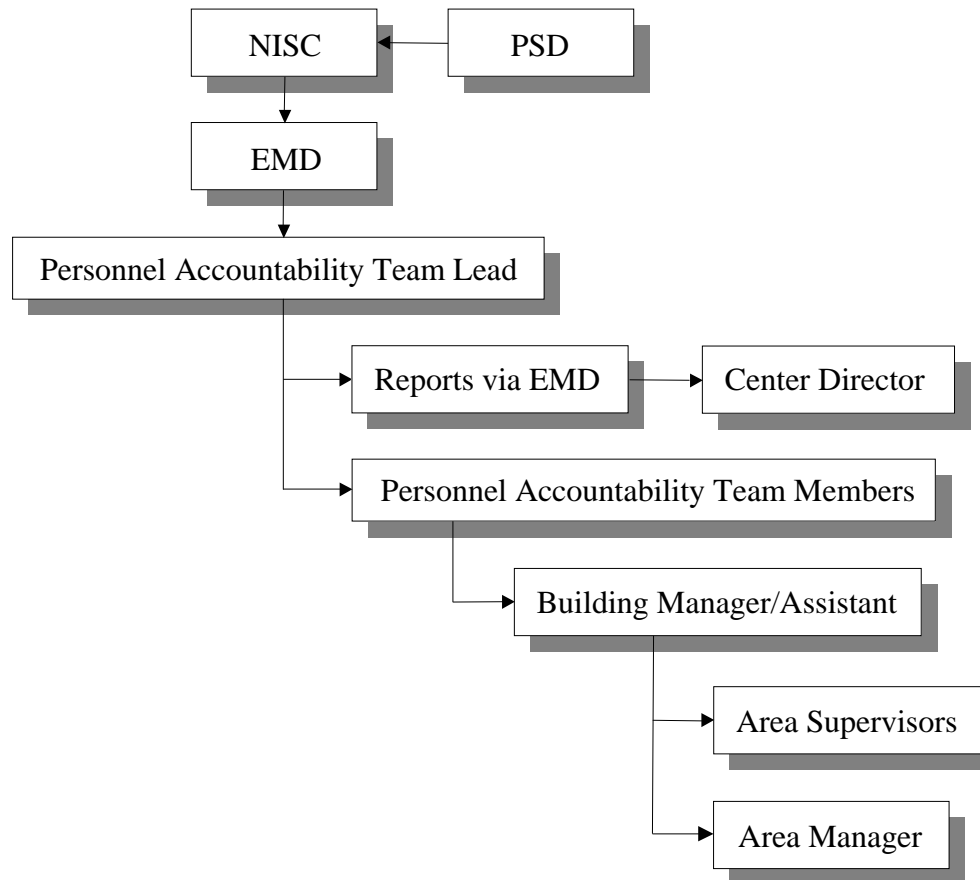
**PAT Lead:** Manager, Employee Services and Operations, Office of Human Capital.

**Members:** Members consist of designated Employee Services and Operations personnel.

**PROCEDURE:** The EMD notifies the Personnel Accountability Team to activate. Responders shall perform the following procedure.

Responder	Notifications/Activations/Activities	Steps/Actions Taken
NISC	1. Notify EMD of any emergency affecting MSFC from storm, fire, explosion, environmental, or other incident.	
EMD	1. Notify PAT Lead.	1. Assign Manager, Employee Services and Opeations, as PAT Lead.
PAT Lead	1. Notify team members when necessary and brief members describing the incident and current situation.	1. Verbally report findings to EMD within 30 minutes. 2. Complete a comprehensive accountability within 24 hours. 3. Submit reports through EMD to Center Director. 4. Determine and request additional support as necessary.
PAT Members	1. Report to PAT Lead.	1. Conduct accountability as directed by PAT Lead. 2. Contact appropriate Building Managers/Assistants and supervisors for specific locations of personnel and inform PAT Lead as necessary. 3. Direct Building Managers/Assistants to contact area supervisory personnel as necessary for specific personnel information, and inform PAT Lead as necessary.
S&MA Team Member		1. Advise PAT Lead of any safety related aspects of on-scene accountability activities.
Building Managers/ Assistants	1. Contact area supervisor as requested or appropriate.	1. Assist PAT as requested or appropriate.
Office of Chief Financial Officer		1. Provide support in identifying funding sources, as requested.

**PERSONNEL ACCOUNTABILITY TEAM**  
**NORMAL AND AFTER-DUTY HOURS, COMMUNICATION FLOW**



## **APPENDIX A**

### **Michoud Assembly Facility (MAF)**

### **Normal Duty and After Duty Hours**

**DEFINITIONS:** This Plan alerts MSFC essential personnel of possible tropical storm winds that could impact the people, programs, or infrastructure at MAF.

**Hurricane:** A type of tropical cyclone or low pressure atmospheric system with counterclockwise rotation in the Northern Hemisphere, accompanied by thunderstorms and winds greater than 74 mph which are categorized in accordance with the Saffir-Simpson Scale. Tropical Cyclones are categorized by order of severity, as Tropical Depression, (sustained winds less than 38 mph), Tropical Storm, (sustained winds greater than 39 and less than 73 mph), and Category 1 through 5 Hurricane. Destructive high winds, storm surge, and tornadoes are possible along coastal areas. Inland hurricane remnants that maintain identifiable low pressure circulation are capable of tornadoes devoid of hail and intense lightning that is normally associated with inland tornadic activity. Emergency Managers are urged to plan appropriate hurricane response one level higher than the category forecast.

**Storm Surge:** Water that is pushed toward coastal shores by wind-force, with significant waves superimposed upon and above the surge. Storm surge causes severe flooding when coincidental with normal high tides, increasing mean water levels 15 feet or more, and could also develop on rivers and inland lakes. Severity of surge is evaluated using SLOSH-Model and Saffir-Simpson Scale.

**Hurricane Watch:** An alerting message issued by the National Weather Service that hurricane conditions are possible within 36 hours.

**Hurricane Warning:** An alerting message that sustained winds of at least 74 mph are expected within 24 hours or less.

**Hurricane Local Statement:** An alerting message issued by the local NWS in or near a threatened area with specific details on Weather conditions, Evacuation decisions made by local officials, and Other precautions necessary to protect life and property.

**Gale Warning:** An alerting message issued by the NWS that sustained winds are possible up to 54 mph which are not directly associated with tropical cyclones.

**Tropical Storm Watch:** An alerting message issued by the NWS that tropical storm conditions are possible within 36 hours.

**Tropical Storm Warning:** An alerting message issued by the NWS that tropical storm conditions are possible within 24 hours or less.

#### **MAF TROPICAL STORM/HURRICANE CONDITIONS OF READINESS:**

**Condition V** - This condition of readiness exists during the entire hurricane season, June 1 to November 30. Condition V requires that all plans be in order, emergency equipment be available, and all personnel be aware of a possible hurricane.

**Condition IV** - This condition begins with the notification that the progress of a storm indicates a possible threat of sustained winds of 58 MPH or greater within 72 hours. All operating organizations shall be alerted and routine duties and tie-down plans shall be initiated while normal operations continue. A general state of readiness shall be assumed.

**Condition III** - This condition begins with the notification that sustained winds of 58 MPH or greater are possible within 48 hours. Each operating organization shall complete all tie-down and emergency preparations.

**Condition II** - This condition begins with the notification that sustained winds of 58 MPH or greater are probable within 24 hours. Final check shall be made to assure optimum preparedness and readiness. Normal work shall cease upon direction of the Manager of Michoud Assembly Facility.

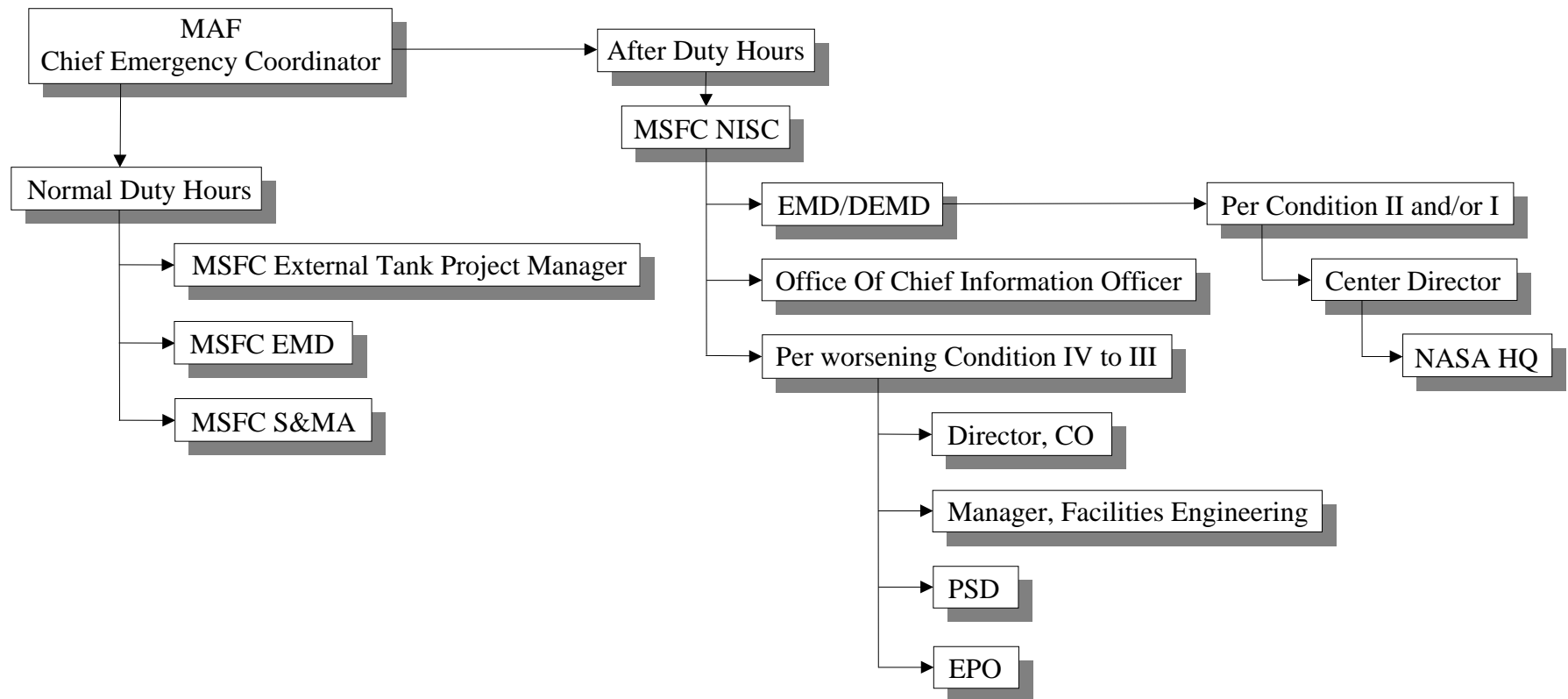
**Condition I** - This condition begins when Tropical Storm/Hurricane winds are imminent. The facility shall have been secured and a hurricane watch posted. All precautions to minimize injury to personnel and damage to property shall have been completed.

**Condition Reset (No Hurricane)** - This condition begins when notification is received that the storm has passed, and actions are to be taken to return to normal operation.

**PROCEDURE:** Reports are received from MAF and the National Weather Service that tropical storm winds are possible. Responders shall perform the following procedure.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>
<b>NASA MAF Chief Emergency Coordinator</b>	<ol style="list-style-type: none"> <li>1. Implement <b>Hurricane Condition</b> Alert Plans, when appropriate.</li> <li>2. During normal-duty hours, provide periodic status reports to MSFC External Tank Project Manager, EMD, and S&amp;MA of significant events and changing conditions.</li> <li>3. During after-duty hours, provide periodic status reports to MSFC NISC.</li> </ol>
<b>NISC</b>	<ol style="list-style-type: none"> <li>1. Notify EMD/DEMD and Office of the Chief Information Officer.</li> <li>2. When <b>Condition</b> worsens from <b>IV</b> to <b>III</b>, notify Director/Deputy, CO; Manager/Deputy, Facilities Engineering; Manager/Deputy, Protective Services; and EPO.</li> <li>3. Update individuals in step #2 as necessary.</li> </ol>
<b>EMD/DEMD</b>	<ol style="list-style-type: none"> <li>1. When <b>Condition II</b> is established, notify the Center Director/Deputy.</li> <li>2. When <b>Condition I</b> is established, notify the Center Director/Deputy.</li> </ol>
<b>Center Director</b>	<ol style="list-style-type: none"> <li>1. Notify NASA HQ as appropriate.</li> </ol>

## **TROPICAL STORM AND HURRICANE CONDITIONS** **NORMAL DUTY AND AFTER-DUTY HOURS, COMMUNICATION FLOW**



**APPENDIX B**  
**MSFC Employees, Co-located at a Contractor Off-Site Location.**  
**Normal Duty and After Duty Hours**

**DEFINITIONS:** This Plan provides courses of action for off-site MSFC employees during emergency situations.

**PROCEDURE:** MSFC employees, co-located at a contractor off-site location, shall follow the Proprietor site-specific Emergency Plan.

<b>Contractor Off-Site Locations</b>	<b>Proprietor Site-Specific Emergency Response Plan</b>
Santa Susana Field Laboratory	
Rocketdyne	
Thiokol	



**APPENDIX C**  
**MSFC Employees, Co-located at Other NASA Centers or Locations.**  
**Normal Duty and After Duty Hours**

**DEFINITIONS:** This Plan provides courses of action for MSFC employees located at other NASA Centers/locations during emergency situations.

**PROCEDURE:** MSFC employees, co-located at other NASA Centers or locations, shall follow that Center's Emergency Plan.

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**Other NASA Centers**

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**Center Site-Specific Emergency Response Plan**

Cape Canaveral Space Port, KSC, and Cape Canaveral Air Force Station

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Resident offices and KSC's Assembly and Refurbishment Facility

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MSFC employees on detail to other NASA locations

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## APPENDIX D

### Marshall Annex Facilities

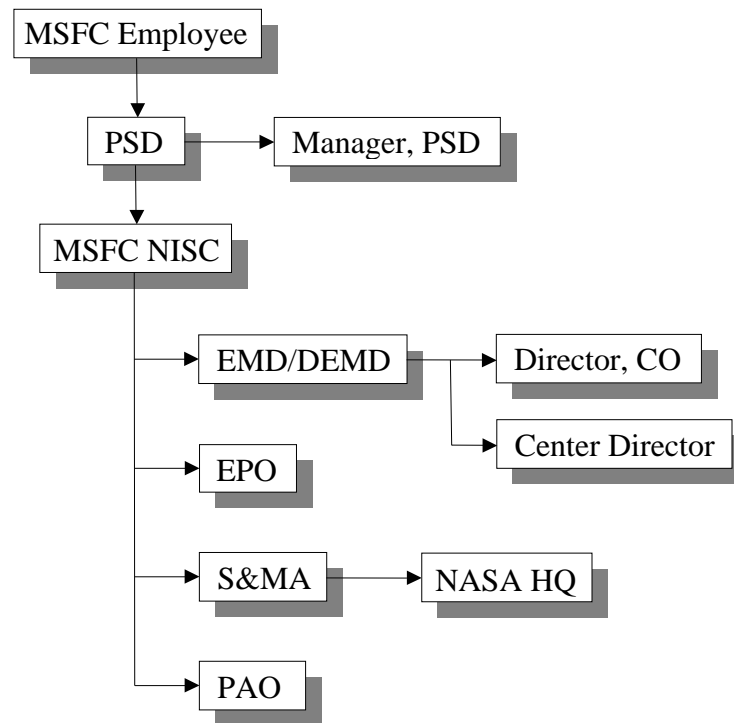
#### Normal Duty and After Duty Hours

**DEFINITIONS:** This Plan provides courses of action for MSFC employees located at MSFC Annex Facilities during emergency situations.

**PROCEDURE:** MSFC employees co-located at local off-site MSFC Annex locations, shall follow both the site-specific MSFC Emergency Plan and Proprietor site-specific Emergency Plan. Personnel who witness incidents or observe an imminent threat to personnel or property shall immediately call 911 and report the situation. Responders shall perform the following procedure.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>Employees</b>	1. Promptly report all incidents to immediate supervisor, higher level management, or 911 (Madison County 911 Center).	1. Report security concerns to Marshall Annex Security. 2. Immediately report 911 call to immediate supervisor. 3. Report facility and safety concerns to appropriate Building Managers. 4. Report all work related injuries or illness to appropriate supervisor. 5. Evacuate as directed per facility staff instructions, PA system, or audible alarms. Close doors and as appropriate, proceed to nearest exit or Protective Area.
<b>Managers/Supervisors</b>	1. Report promptly all incidents to higher level management, or 911. 2. Instruct employees on reporting incidents.	1. Perform personnel accountability. 2. Assure physically challenged are assisted to safety. 3. Document all evidence. 4. Report damaged/malfunctioning equipment to Building Manager or Marshall Annex Security. 5. When severe weather development is possible, monitor NOAA, Local TV bulletins, HSV Sirens, and NASA Paging System where available.
<b>PSCC</b>	1. Notify MSFC NISC and MSFC Manager, PSD.	1. Report incident information/conditions to NISC.
<b>NISC</b>	1. Notify EMD/DEMD; EPO; S&MA; and PAO.	
<b>EMD</b>	1. Inform Director, CO; Center Director; and other Center management officials, as necessary.	1. Coordinate activities with S&MA and provide support as necessary. 2. Coordinate incident support with MSFC and other response organizations as necessary.
<b>Manager, PSD</b>	1. Notify Director, CO, and alert other MSFC organizations whose assistance is needed.	1. During an emergency incident, the Manager, PSD or designated alternate shall be notified and become the MSFC IC. 2. Coordinate incident response and keep Director, Center Operations informed. 3. Coordinate joint efforts with any emergency operating agencies as needed.
<b>S&amp;MA</b>	1. Dispatch affiliate to incident scene as appropriate, with instructions to notify IC upon arrival. 2. Contact Building Managers as requested or appropriate.	1. Provide guidance for issues related to the incident as appropriate. 2. Assure actions to control the scene protect personnel, property, and essential evidence. 3. Advise EMD of any hazard not being addressed, and provide other advice or hazard analysis upon request. 4. Notify NASA Headquarters S&MA, as appropriate.
<b>PAO</b>		1. Assume responsibility coordinating and releasing information concerning emergency incidents and serve as intermediary between MSFC and civic news media, in coordination with IC.

**MARSHALL ANNEX FACILITIES**  
**NORMAL DUTY AND AFTER-DUTY HOURS, COMMUNICATION FLOW**



## APPENDIX E

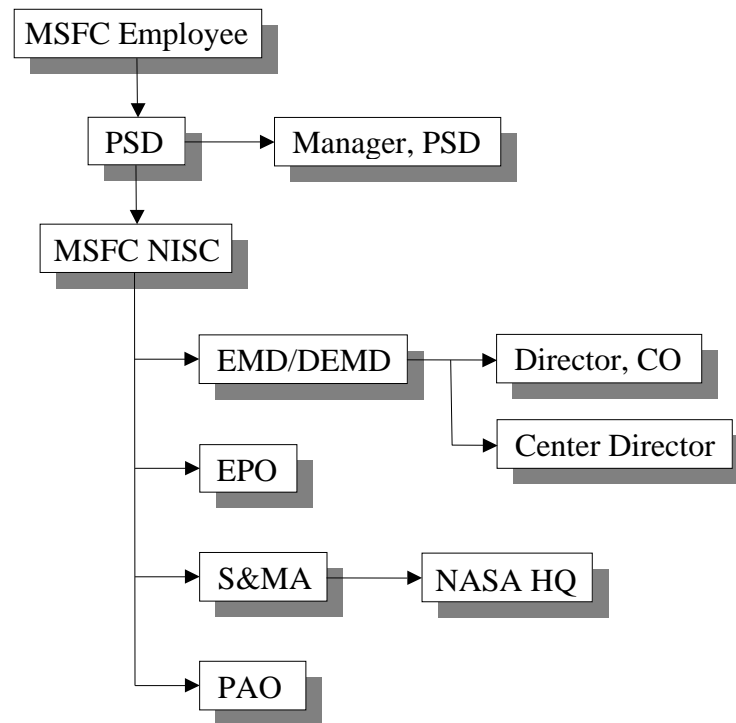
### National Space Science and Technology Center (NSSTC) Off-site Facility Normal Duty and After Duty Hours

**DEFINITIONS:** This Plan provides courses of action for MSFC employees located at the NSSTC during emergency situations.

**PROCEDURE:** MSFC employees co-located at local off-site locations, shall follow both the site-specific MSFC Emergency Plan and Proprietor site-specific Emergency Plan. Personnel who witness incidents or observe an imminent threat to personnel or property shall immediately call 911 and report the situation. Responders shall perform the following procedure.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>Employees</b>	1. Promptly report all incidents to immediate supervisor, higher level management, or 911 (UAH Department of Public Safety). For Madison County 911 Center, dial outside line 9, then 911.	1. Report security concerns to UAH Security. 2. Immediately report 911 call to immediate supervisor. 3. Report facility and safety concerns to appropriate Building Managers. 4. Report all work related injury or illness to appropriate supervisor. 5. Evacuate as directed per facility staff instructions, PA system, or audible alarms. Close doors and as appropriate, proceed to nearest exit or Protective Area.
<b>Managers/ Supervisors</b>	1. Report promptly all incidents to higher level management, or 911. 2. Notify S&MA via S&MA Hotline 3. Notify UAH Security of hazardous materials incidents. 4. Notify UAH Maintenance of fire incidents. 5. Instruct employees on reporting incidents.	1. Perform personnel accountability. 2. Assure disabled are assisted to safety. 3. Document all evidence. 4. Report damaged/malfunctioning equipment to Building Manager or UAH Security. 5. When severe weather development is possible, monitor NOAA, Local TV bulletins, HSV Sirens, and NASA Paging System where available.
<b>PSCC</b>	1. Notify MSFC NISC and MSFC Manager, PSD.	1. Report incident information/conditions to NISC.
<b>NISC</b>	1. Notify EMD/DEMD; EPO; S&MA; and PAO.	
<b>EMD</b>	1. Inform Director, CO; Center Director; and other Center management officials, as necessary.	1. Coordinate activities with S&MA and provide support as necessary. 2. Coordinate incident support with MSFC and other response organizations as necessary.
<b>Manager, PSD</b>	1. Notify Director, CO, and alert other MSFC organizations whose assistance is needed.	1. During an emergency incident, the Manager, PSD or designated alternate shall be notified and become the MSFC IC. 2. Coordinate incident response and keep Director, Center Operations informed. 3. Coordinate joint efforts with any emergency operating agencies as needed.
<b>S&amp;MA</b>	1. Dispatch affiliate to incident scene as appropriate, with instructions to notify IC upon arrival. 2. Contact Building Managers as requested or appropriate.	1. Provide guidance for issues related to the incident as appropriate. 2. Assure actions to control the scene protect personnel, property, and essential evidence. 3. Advise EMD of any hazard not being addressed, and provide other advice or hazard analysis upon request. 4. Notify NASA Headquarters S&MA, as appropriate.
<b>PAO</b>		1. Assume responsibility coordinating and releasing information concerning emergency incidents and serve as intermediary between MSFC and civic news media, in coordination with IC.

**NATIONAL SPACE SCIENCE and TECHNOLOGY CENTER (NSSTC)**  
**NORMAL DUTY AND AFTER-DUTY HOURS, COMMUNICATION FLOW**



## APPENDIX F

### General Aviation (Huntsville/Madison County International Airport) Normal Duty and After Duty Hours

**DEFINITIONS:** This Plan provides courses of action for MSFC employees located at the General Aviation Facility during emergency situations. The NASA 3 Gulfstream G2SP is located at General Aviation at the Huntsville/Madison County International Airport.

**Safe condition:** The absence of any threat to personnel or property.

**PROCEDURE:** MSFC contractors shall follow both the Signature Flight Support and Huntsville/Madison County Airport Authority site-specific emergency plans. All 911 calls shall be reported to the immediate supervisor. Responders shall perform the following procedure.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>MSFC Personnel</b>	1. Personnel who detect an emergency incident that threatens or causes injury or property damage, shall call the MSFC Logistics Services, Air Operations Manager. If unavailable, call the MSFC NISC. 2. For serious or life threatening injuries, call 911 or Huntsville Airport Emergency Services. 3. Contact the persons listed on the label 35, located on the outside of MSFC support contractor doors.	1. Evacuate the area and provide information to emergency response personnel as necessary.
<b>Manager, Air Operations</b>	1. Notify NISC; Manager, Logistics Services; MSFC Aviation Safety Officer; and MSFC Aircraft Operations and Maintenance Contractor.	1. Report the incident to applicable or appropriate local/State/Federal organizations.
<b>NISC</b>	1. Notify Manager, MSFC Air Operations; EMD; DEMD; EOC; PAO; Director, S&MA; OCIO; and Manager, Logistics Services Dept.	
<b>PSCC</b>	1. Notify MSFC NISC and Manager, PSD.	1. Dispatch MSFC security officer to incident scene with instructions to protect personnel, property, and evidence, until safe condition is established and facility entry is approved by fire and emergency services or S&MA.
<b>Manager, Logistics Services</b>	1. Notify Manager, Air Operations.	
<b>S&amp;MA</b>	1. Dispatch affiliate to scene.	1. Assure the actions taken to control the scene protect personnel, property, and essential evidence. 2. Determine if incident is reportable mishap, and notify Headquarters S&MA, as appropriate. 3. Determine and advise IC and EMD when adequate site safe condition is established. 4. Determine MSFC on-scene photographer requirements and advise IC.
<b>EMD</b>	1. Notify Director, CO and Center Director.	

**GENERAL AVIATION (Huntsville/Madison County International Airport)**  
**NORMAL AND AFTER-DUTY HOURS, COMMUNICATION FLOW**

